NATIONAL STANDARD OPERATING PROCEDURES 2023/2024 SEASON

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NEW ZEALAND

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National Standard Operating Procedures (NSOP's)

Introduction

NSOPs, set out national minimum standards & CSOPs provide important club specific information, and procedures that are unique to the club or patrol location. Combined they assist lifesaving services in the management and safe delivery of their operations as a capable rescue organisation.

Attention to the NSOPs and CSOPs should ensure that all volunteer and/or paid roles are informed of all operational expectations.

SLSNZ Lifesaving Policies together with NSOPs, CSOPs & SLSNZ Training Manuals are the resources which give clubs & services structure and guidance to conduct training and patrols effectively.

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NATIONAL STANDARD OPERATING PROCEDURES (NSOP) INDEX

NSOP Section	NSOP Subject
Section 1 – Patrol Operations	Daily Patrol Set Up Pack Down
Section 1 – Patrol Operations	Flagged Patrol Area
Section 1 – Patrol Operations	Observational Patrol
Section 1 – Patrol Operations	Roaming Patrol
Section 1 – Patrol Operations	Dangerous Conditions
Section 1 – Patrol Operations	Patrol Captain's Duties
Section 1 – Patrol Operations	Patrol Member's Duties
Section 1 – Patrol Operations	Proactive Patrolling Methods
Section 1 – Patrol Operations	Lifesaving Activities Around Rocks (UPDAETD)
Section 1 – Patrol Operations	Radio Operations (UPDATED)
Section 1 – Patrol Operations	Patrol Audits
Section 1 – Patrol Operations	Club House & Tower Flags
Section 1 – Patrol Operations	Temporary Beach Hazard Signage
Section 2 – Health, Safety & Welfare	General Risk Assessment
Section 2 – Health, Safety & Welfare	Safer Risk Management
Section 2 – Health, Safety & Welfare	Operational Risk Assessment
Section 2 – Health, Safety & Welfare	Injuries / Incidents & Patient Reporting
Section 2 – Health, Safety & Welfare	Lightning
Section 2 – Health, Safety & Welfare	Working Safely Around Wooden Debris on Beaches (NEW)
Section 3 – Powercraft Operations	IRB Set Up
Section 3 – Powercraft Operations	IRB Patrol Operations
Section 3 – Powercraft Operations	IRB Training Operations (UPDATED)
Section 3 – Powercraft Operations	Refuelling (UPDATED)

Section 3 – Powercraft Operations	Operations Around Marine Mammals
Section 3 – Powercraft Operations	Safe Stowage of Equipment in an IRB
Section 3 – Powercraft Operations	Notifiable Incidents to Maritime NZ
Section 4 – Vehicle Operations	Vehicle Pre-Use Inspection
Section 4 – Vehicle Operations	Beach Vehicle Use (NEW)
Section 5 – Information, Communication, Technology	Logs And Reporting
Section 5 – Information, Communication, Technology	Lost Property - Public
Section 5 – Information, Communication, Technology	Data Collection on Patrol
Section 5 – Information, Communication, Technology	Media Guidelines (NEW)
Section 6 – Emergency Operations	Critical Incident Response
Section 6 – Emergency Operations	Missing/Found Person
Section 6 – Emergency Operations	Shark Sighting
Section 6 – Emergency Operations	Helicopter Safety and Landing Zone
Section 6 – Emergency Operations	Earthquake Preparation and Response
Section 6 – Emergency Operations	Tsunami Preparation and Response
Section 6 – Emergency Operations	Fire Preparation and Response
Section 7 – First Aid Operations	Methoxyflurane (UPDATED)
Section 7 – First Aid Operations	Emergency Care (UPDATED)
Section 8 – Training and Assessment	U14 Safety and Supervision (NEW)
Section 9 – Search & Rescue Operations	Coordinated Incident Management Response
Section 9 – Search & Rescue Operations	Low Light / Night Operations
Section 9 – Search & Rescue Operations	Body Recovery
Section 9 – Search & Rescue Operations	Blood & Bodily Fluid Exposure
Section 9 – Search & Rescue Operations	Emergency Sar Response with SurfCom
Section 9 – Search & Rescue Operations	Inshore Marine Sar Operations
Section 9 – Search & Rescue Operations	Land Based Sar Operations
Section 9 – Search & Rescue Operations	Offshore Marine Sar Operations
Section 9 – Search & Rescue Operations	SAR Billing

SECTION 1

PATROL OPERATIONS

SURF LIFE SAVING®
NEW ZEALAND

Daily Patrol Set up/Pack down - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/23

Review Date: 01/06/24

Document Owner: National Lifesaving Manager

1.0 PURPOSE

Provide step by step procedures to set up and pack down a flagged patrol.

2.0 SCOPE

This procedure applies to all flagged patrols provided by SLSNZ and Clubs.

3.0 REQUIREMENTS

Required PPE	Varies depending on task or duty, e.g., refuelling a fuel bladder
Awards/Licenses	Surf Lifeguard Award Refreshed Lifeguard Patrol Support Refreshed Patrol Support Rookie Lifeguard
Training	Club induction ATV training
Other	N/A
Equipment	Refer to individual NSOPs/CSOPs for vehicles, powercraft, patrol methods, etc. See Minimum Patrol Equipment CSOP

4.0 PROCEDURES

Pre-patrol procedures

1.1 Arrive a minimum of 15 minutes prior to patrol to set up the patrol.

1.2 Be present for the Patrol Captain's briefing.

Start of patrol

1.3 Ensure that the Patrol App, along with the relevant IRB and/or RWC log books and Operational Risk Assessments forms are filled in, with any hazards identified and mitigated communicated to all patrol members.

1.4 Place rescue tubes and fins near patrol area, to be rescue ready.

1.5 Test communication devices, e.g., base radio set, portable radios, telephone, mobile phones. If not working properly then advise Patrol Captain. The Patrol Captain should seek an immediate solution where practicable, otherwise advise the appropriate club delegate.

1.6 Place portable radios in aqua bags and test.

1.7 Undertake vehicle inspections - *refer to Vehicle Pre-Use Inspection NSOPs/CSOPs.*

1.8 Set up powercraft and place near water's edge - *refer to IRB and /or RWC Set Up NSOPs.*

1.9 Place rescue board in the most appropriate location.

1.10 Ensure the First Aid room is accessible, clean and ready for use and advise Patrol Captain if attention is required.

1.11 Check condition and contents of First Aid Kit/s.

1.12 Check oxygen cylinder is over ½ full. Ensure at least one full back up cylinder is readily available.

1.13 Check AED is ready for use and pads have not expired. Inform Patrol Captain if there are any concerns.

1.14 Check portable stretcher and/or spinal board for functionality, e.g., straps and buckles are working, etc.

1.15 Raise the red/yellow patrol flag on a flagpole, and BP flag if the IRB is operational.

1.16 Place the flags in the location designated by the Patrol Captain.

1.17 Place the Daily Conditions sign by the main access way to the beach and/or near Club.

1.18 Place other beach signs as requested by the Patrol Captain, e.g., danger, rip current signs, etc.

1.19 Place sun/patrol tower/shelters where applicable.

1.20 Ensure that the Patrol Equipment Daily Checklist is initialled by the individuals completing each of the checks.

End of patrol

1.21 Make an announcement to the beach users informing them the flagged area will be closing shortly.

1.22 Provide them with safety messaging:

a) "Lifeguards are about to finish patrolling"

b) "We encourage you to leave the water when the lifeguards leave"

c) "If you do choose to remain in the water, please remain in the same location that the flags are/have been currently located", or

d) "Please be advised that to remain in the water after the patrol finishes, you do so at your own risk".

1.23 Drop the flags 15 minutes prior to patrol finishing, with a lifeguard remaining at the water's edge. This gives water users time to leave the water without being surprised the flags have been removed. If needed, send a lifeguard into the water to relay the information.

1.24 Make a final announcement that the lifeguard service is finishing for the day, when lifeguards will be back on patrol, and advise that if they see anyone in trouble, please call 111 and ask for Police.

1.25 Remove and store signage.

1.26 Return First Aid Kit to storage and replenish.

1.27 Lower all flags from the flag pole and store.

1.28 Wash down and return the IRB to storage – *refer to IRB Pack Down NSOPs* and any relevant CSOPs.

1.29 Wash down, refuel and return vehicle/s to storage – *refer to Vehicle NSOP* and any relevant CSOPs.

1.30 Test radios and place on charge.

1.31 Ensure that the Operational Risk Assessments, Patrol App including any Incident forms are completed and, along with the relevant IRB and/or RWC logbooks.

1.32 Close the patrol in the Patrol App

1.33 Wash down and return the rescue board, rescue tubes and fins.

1.34 Advise the Patrol Captain of any broken, lost or worn patrol equipment to follow up.

1.35 All patrol members should change out of their patrol uniform and into civilian clothing before they leave the club wherever practicable.

Flagged Patrol Area - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

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Document Owner: National Lifesaving Manager

1.0 PURPOSE

To detail the minimum requirements necessary to provide a safe flagged patrol.

2.0 SCOPE

These procedures apply to all volunteer and regional lifeguard services.

3.0 REQUIREMENTS

Required PPE	Full Lifeguard/Patrol Support Uniform
Awards/Licenses	SLSNZ Lifeguard Award SLSNZ Lifeguard Refresher SLSNZ Senior Lifeguard Award – IRB Driver, where applicable SLSNZ Senior Lifeguard Award – IRB Driver - Refreshed SLSNZ Lifeguard Award – IRB Crew, where applicable Drivers Licences where applicable
Training	N/A
Other	N/A
Equipment	Refer to Minimum Patrol Equipment CSOP

4.0 INTRODUCTION

A flagged patrol is the primary means of patrolling. Other methods of patrolling may be utilised in addition to, or in substitution of a flagged patrol, where service agreements allow. Refer to CSOP Service Agreement for information on local variances.

5.0 PROCEDURES

5.1 At least two (2) qualified and refreshed lifeguards must be present at all times during the patrol operation. Clubs may set a higher minimum standard in their CSOP.

5.2 Where an IRB is used on patrol, a minimum of three (3) qualified and refreshed lifeguards must be present at all times during the patrol operation. At least one

lifeguard must be a qualified and refreshed IRB Driver and another lifeguard must be a qualified IRB crewperson.

5.3 Ensure the flags are placed in the location prescribed by the Patrol Captain following the operational risk assessment.

5.4 Set up flagged patrol in chosen location – refer to Patrol Set Up-Pack Down NSOP and/or CSOP.

5.5 Patrol shelters and/or portable towers shall be located at the most appropriate position to ensure full surveillance of, and access to, the flagged patrol area.

5.6 The flagged patrol area should be set up to effectively manage the environmental risks, the water users and the available lifeguard resources and equipment.

5.7 Patrol flags, IRB/RWC/Boards/Tubes shall be positioned as close to the water's edge as practicable.

5.8 Where practicable, patrol members shall ensure the beach is clear of obvious hazards such as:

a) Broken glass,

b) Bottles,

c) Needle sticks,

d) Branches,

e) Floating debris, etc

5.9 Using appropriate PPE where required remove hazards or fill in any beach/sand hole (trip hazards) where necessary and practicable to do so.

5.10 Remnants of beach fires in or around the patrol area should be investigated where practicable. Use PPE where necessary, e.g. protective footwear. Where practicable douse hot spots with water or, if the fire is unable to be completely extinguished, mark off the site and consider contacting the NZ Fire service by dialling 111 if there is a potential risk to property and/or the environment.

5.11 Where multiple patrol members are present, the Patrol Captain or their delegate shall assign patrol duties and tasks e.g. Flags, Tower Surveillance, and Roaming Patrols.

5.12 Lifeguards should ideally rotate roles on a regular basis – as directed by the Patrol Captain – e.g. every 30 minutes, to keep lifeguards alert, and minimise fatigue and complacency in order to maximise the effectiveness of the patrol.

5.13 Lifeguards assigned to surveillance duties must not utilise personal mobile phones or other devices which may distract attention from their duties except for 5.16.

5.14 Lifeguards may utilise personal mobile phones and/or other devices to;

a) Complete incident logs and update data in the Patrol App
b) aid SLS communications where radio traffic is high, e.g. in emergency situations
c) search NSOPs and/or CSOPs relevant to their current task or duties.

5.15 Lifeguards shall maintain observation of the flagged area for the duration of the patrol from a suitable advantage point and be able to respond immediately with rescue tube and fins, and/or a rescue board where necessary and practicable, whilst swimmers are in the water.

5.16 Where practicable, when a lifeguard is physically positioned in the flagged patrol area, a second lifeguard should maintain observation of the flagged area from an elevated position (mobile tower/facility tower/high point on sand dunes, etc.) at all times during patrol operations while swimmers are in the water between the flags.

5.17 Prescribed radio channels shall be constantly monitored. Refer to Radio CSOPs for the correct radio channels.

5.18 The Patrol Captain may approve the monitoring of beach and water users upon the conclusion of the flagged patrol area, so long as there are sufficient resources and competency to respond using the rescue equipment permitted by the Patrol Captain.

Observational Patrol - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To detail the Observational Patrol method and its application.

2.0 SCOPE

These procedures apply to all volunteer and regional lifeguard services.

3.0 REQUIREMENTS

Required PPE		Refer to relevant IRB, RWC, Vehicle/ATV policies and CSOPS.
Awards/Licenses		Qualified Surf Lifeguard (refreshed) Appropriate driver's license
Training		N/A
Other		Flagged Patrol Area NSOP Roaming Patrol NSOP
Equipment	**From Patrol Tower**	Radio + aqua-bag (radio waterproof bag) Rescue tube and fins First Aid kit, AED, O2 Phone (mobile or landline) Binoculars
	On ATV	Adherence to maximum capacity (as per ATV owner's manual) Radio + aqua-bag (radio waterproof bag) Rescue tube and fins (gloves, resus mask, pen/paper) First Aid kit, AED, O2
	Powercraft	Qualified IRB Driver (refreshed) Qualified IRB Crewperson Enough correctly fitted helmets and lifejackets to allow ALL crew access to correct fitting sizes

		PLB if the craft is proceeding around a headland out of sight from the patrol tower Radio + aqua-bag (radio waterproof bag)

4.0 INTRODUCTION

This alternate patrol method supports beach managers (Club Captains & Patrol Captains [PC]) by conserving lifeguard resources when they are not needed, ensuring that lifeguards can be used more effectively in the right places and at the correct times. The Observation Patrol can be used during regular patrolling hours if your number of lifeguards are too low to safely operate a flagged patrol, to extend patrol hours, either during a rostered Flagged Patrol on a day, or to extend a patrol season.

Several factors must be considered when using an Observation Patrol, including the types and competence of the water users, the hazardousness of the beach and surf conditions, and the distribution of water users along the beach.

5.0 PROCEDURES

5.1 Minimum number of Lifeguards required: Two (The PC must be one of the two lifeguards).

5.2 Patrol Captains must continue to exercise a duty of care and plan resources based upon the need at any given time. All the rostered patrol members must be available to return to the beach if required within the times set out in the Club CSOP Minimum Patrol Times.

5.3 Radio contact must be maintained with at least two members in the rostered patrol or three if an IRB is present.

5.4 if an Observation Patrol is required within the times a Flagged Patrol is stipulated in Club CSOP Minimum Patrol Times, Patrol Captains must notify SurfCom or a Duty Officer before initiating the Observation Patrol.

5.5 Assessment of the types and competence of the water users: if a large proportion of water users are swimming, designating a patrolled area using red and yellow flags can be an effective way of managing their safety.

5.6 Assess the distribution of water users along the beach: where water users are spread out, an Observation Patrol may enable you to provide services over a wider area, rather than focusing resources in one small area. However, designating a Flagged Patrol using red and yellow flags can help concentrate water users; this can also help limit swimmers' interaction with other recreational activities, i.e., recreational boats.

5.7 While operating an Observational Patrol, undertake the following tasks:

a) Actively monitor beach and water users as far as practical (from headland to headland)

b) Educate beach and water users of hazards, only if they are engaging in activity in the immediate area of the hazard, e.g., swimming in a rip current or hole by dispatching the second lifeguard.

c) Encourage the safe interaction of water and beach users through the Public Address system or loud hailer

d) Respond to incidents as required. Notify SurfCom before responding to any incident requiring the full patrol team's attention, and provide a situation report

e) Monitor the conditions and the number of water users, and request further support if necessary, either by calling back rostered lifeguards or through SurfCom deploying an ECOS, or consulting the lifesaving manager's delegate

f) Record the beach and water user observational data for the Patrol App form

g) Maintain radio and/or mobile phone contact with the patrol at all times.

Roaming Patrol - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

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Document Owner: National Lifesaving Manager

1.0 PURPOSE

To detail the roaming patrol method and its application.

2.0 SCOPE

These procedures apply to all volunteer and regional lifeguard services.

3.0 REQUIREMENTS

Required PPE		Refer to relevant IRB, RWC, Vehicle/ATV Policies and CSOPS.
Awards/Licenses		Qualified Surf Lifeguard (refreshed) Appropriate driver's license
Training		N/A
Other		N/A
Equipment	**On Foot**	Radio + aqua-bag (radio water proof bag) Rescue tube and fins Basic First Aid kit (gloves, resus mask, pen/paper) Full-brimmed hats
	On ATV	Adherence to maximum capacity (as per ATV owner's manual) Radio + aqua-bag (radio water proof bag) Rescue tube and fins (gloves, resus mask, pen/paper) First Aid kit, AED, O2
	Powercraft	Qualified IRB Driver (refreshed) Qualified IRB Crewperson Enough correctly fitted helmets and lifejackets to allow ALL

		crew access to correct fitting sizes Personal Locator Beacon (PLB) if the craft is required to operate out of direct sight of the patrol Radio + aqua-bag (radio water proof bag)

4.0 INTRODUCTION

A roaming patrol is a lifesaving unit which travels either on foot, ATV, IRB, or RWC, along the coastline, while monitoring the water/beach and providing preventative actions when necessary.

5.0 PROCEDURES

5.1 While on a roaming patrol, undertake the following tasks:

a) Actively monitor beach and water users

b) Educate beach and water users of hazards, e.g., rip currents

c) Encourage the safe interaction of water and beach users

d) Respond to incidents as required

e) Monitor the conditions and the number of water users, and request further support if necessary

f) Record beach and water user observational data for the Patrol Captain's form

g) Maintain radio and/or mobile phone contact with patrol at all times.

Dangerous Conditions - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To identify when water conditions are not safe for use and patrol.

2.0 SCOPE

These procedures apply to all volunteer and paid lifeguard services.

3.0 REQUIREMENTS

Required PPE	Various depending on duty or task.
Awards/Licenses	SLSNZ Lifeguard Award SLSNZ Lifeguard refresher
Training	N/A
Other	N/A
Equipment	Red "Dangerous Conditions" Flag Applicable yellow warning sign (see Temporary Beach Hazard Sign NSOP) Club "Daily Conditions" Board

4.0 PROCEDURES

4.1 Complete an operational risk assessment prior to the commencement of the patrol, and/or during the patrol as conditions change.

4.2 If a risk assessment identifies that the potential risks to water users exceeds the control measures and/or rescue capabilities of the lifeguards, then the water area must be advised as dangerous with the Red "Dangerous Conditions" Flag if patrol has not commenced.

4.3 Inform SurfCom, that dangerous conditions exist and there will be no flagged area just an 'Observational Patrol'.

4.4 If conditions become dangerous during patrol due to the risk assessment in 4.2, then follow 4.3 and 4.5.

4.5 Make announcement to beach users and swimmers that the flagged area is closing (or not opening) due to dangerous conditions.

4.6 If flagged area is currently set up, then remove red and yellow flags & replace them with RED beach flags (Pic 1). Cover the flag stands with the RED Dangerous Conditions covers (Pic 1).

4.7 The red "Dangerous Conditions" flag should be flown from the tower or clubhouse flagpole/as well as on beach where available.

4.8 Place the applicable hazard sign (Pic 2) next to the Red Flag on the beach. Other hazard signs should be displayed where available. (see Temporary Beach Hazard Signage NSOP)

4.9 If an operational IRB is present prior to water closure, it should remain on the beach for the duration of the patrol, unless it is unsafe to undertake a rescue.

4.10 Other than removing the red and yellow flags, all other lifeguard equipment should remain in its designated location for ready access if required, unless it is unsafe to undertake a rescue.

4.11 Place "Swimming Not Advised" signs if available, in the usual swimming areas, at intervals along the beach and at all main beach access ways.

4.12 The "Daily Conditions" shall read "Swimming not advised - dangerous conditions"

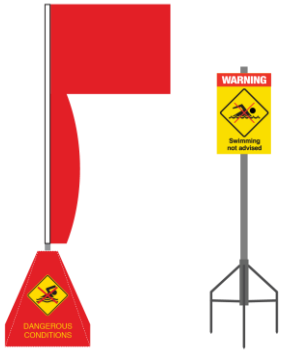
4.13 Lifeguards must maintain surveillance of the beach and potential water users identify persons at risk and undertake preventative actions if required.

4.14 Where necessary, lifeguards should be positioned on the beach to advise the public of the identified dangers.

4.15 Roving Patrols may be utilised to provide safety advice and preventive actions along the beach where resources permit.

4.16 If the dangerous conditions change, and/or additional resources become available, another operational risk assessment should be completed and patrol re-opened, if the operational risk assessment permits.

4.17 Notify SurfCom or Duty Officer/Supervisor if the water area is to be reopened, if applicable.

Pic 1	Pic 2
	

Patrol Captain's Duties - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

Outline the duties undertaken by the Patrol Captain (PC).

2.0 SCOPE

This procedure applies to all Patrol Captains.

3.0 REQUIREMENTS

Required PPE	NIL
Awards/Licenses	PC Award
Training	PC Course
Other	NIL
Equipment	NIL

4.0 INTRODUCTION

Patrol Captains are responsible for:

a) the health, safety and welfare of all patrol members

b) coordination of all patrol members' tasks and duties

c) leading and managing incidents and rescues

There must only be one Patrol Captain for the patrol at any one time. Should the Patrol Captain change during the patrol, a formal handover must take place, covering the current Operational Risk Assessment, and any significant matters that arise from this.

5.0 PROCEDURES

5.1 Before commencing the patrol, check all previous Patrol reports, IRB/RWC Log/s, Vehicle Log/s and liaise with previous Patrol Captains if necessary to identify any hazards that

could present risks.

5.2 Immediately prior to commencement of a patrol, complete the Patrol App and undertake an Operational Risk Assessment with your team. This Should include checking weather and swell forecasts to assist planning for the patrol.

5.3 Conduct a team briefing with the Patrol Team. The briefing should cover, at a minimum, weather condition, tides, hazards, roster, expectations, roles and responsibilities of patrol tasks. The Patrol Captain should also discuss any health and safety matters.

5.4 Prior to, or during the first patrol, the Patrol Captain should check that the members of the patrol are familiar with the layout of the club and know where relevant equipment is.

5.5 Identify whether a flagged patrol can be safely established. If not, refer to the Dangerous Conditions NSOP. The following factors should be considered:

a) competency and availability of lifeguards
b) availability of patrol and rescue equipment
c) prevailing weather and swell conditions
d) a satisfactory Operational Risk Assessment

5.6 Ensure that all lifesaving equipment is checked before the beginning of patrol by delegating roles, tasks and duties to patrol members.

5.7 The Patrol Captain must always be in reasonable proximity to the patrol and be contactable on the radio at all times.

5.8 Ensure that the Operational Risk Assessment and Patrol App are completed and entered into PAM where applicable, by the required deadline.

Note - The Patrol Captain may delegate this task, but still holds the responsibility.

5.9 Ensure all SLSNZ forms and IRB and RWC logs are accurately and neatly completed where applicable.

Note - The Patrol Captain may delegate this task, but still holds the responsibility.

5.10 If there are any issues with patrol rescue assets that may impact any subsequent patrol, e.g., IRB damage, advise the appointed club delegate, e.g., Powercraft Officer, of the operational status of the rescue asset/s.

5.11 Where weather and opportunity permit, provide scenario-based training that enhances member development, ensuring the flagged patrol obligations are met at all times.

Patrol Members' Duties - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

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Document Owner: National Lifesaving Manager

1.0 PURPOSE

This procedure outlines the tasks and duties undertaken by the patrol members.

2.0 SCOPE

This procedure applies to all patrol members.

3.0 REQUIREMENTS

Required PPE	Refer to specific tasks NSOPs/CSOPs, e.g., Refuelling IRB Bladder NSOP/CSOP
Awards/Licenses	SLSNZ Lifeguard Award SLSNZ Patrol Support Award SLSNZ Senior Lifeguard Award – IRB Driver – where applicable SLSNZ Crewperson Award – where applicable VHF Radio Operators Licence – where applicable to roles
Training	N/A
Other	N/A
Equipment	Refer to Patrol Setup/Pack Down NSOP

4.0 INTRODUCTION

Patrol members may be asked to undertake a range of tasks and duties. Any member, who for whatever reason does not feel competent or confident to undertake a designated task or duty, has the right to decline the request.

5.0 PROCEDURES

5.1 Where practicable, prior to attending the first patrol for the season, the patrol member must complete a SLSNZ refresher.

5.2 Patrol members are under the direction of the Patrol Captain at all times during patrol.

5.3 Patrol members must ensure that they do everything practical to maintain the health, safety and welfare of themselves and of other members in the club environment, and the health and safety of beach/water users.

5.4 Patrol members must 'sign on' to the Patrol App prior to commencing their patrols.

5.5 Patrol members must familiarise themselves with the patrol's latest Operational Risk Assessment (ORA) and ensure that they understand the required controls prior to commencement of their patrol.

5.6 Patrol members should ensure that they are familiar with the specific roles, tasks and duties to which they are assigned, e.g., flag duty, IRB driver/crew, first aid, tower, mobile patrols, public relations, break, etc.

5.7 Patrol members should avoid exceeding their operational capabilities at all times and should inform their Patrol Captain if they are feeling fatigued or tired.

5.8 Patrol members shall inform the Patrol Captain before leaving the patrol, i.e., for a break or at the end of the day.

5.9 All patrol members must ensure they wear the SLSNZ approved lifeguard uniform at all times while on patrol.

5.10 Patrol flags, IRB, RWC, boards, tubes shall be positioned as close to the water's edge as practicable, i.e., move equipment with tides.

5.11 Patrol members should ensure all lifesaving equipment is set up in a secure and safe manner, and check rescue equipment for damage or breakages and report this to the Patrol Captain.

5.12 Lifeguards shall maintain observation of the flagged area for the duration of the patrol from a suitable advantage point within close proximity (100m or less) to the flagged area, and be able to respond immediately with rescue tube and fins, and/or a rescue board where necessary and practicable, whilst swimmers are in the water between the flagged area.

5.13 While on the beach, or in transit to and from the beach, patrol members should carry a radio at all times. Additionally, lifeguards should carry a rescue tube, fins and a whistle wherever practicable.

5.14 Patrol members shall endeavour to ensure that swimmers remain between the flags wherever practicable.

5.15 Patrol members should, where practicable, advise swimmers entering the water outside of the flagged area of the potential dangers and hazards.

5.16 Patrol members should politely request any board riders (hard/large craft) to not surf inside the red and yellow flagged patrol area. The surf lifesaving service should take a cooperative approach when working with board riders to ensure a safe flagged area at all times.

5.17 At the end of patrol, patrol members should change out of patrol uniform.

Proactive Patrolling Methods - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline best practise for Proactive Patrolling Methods for surf lifeguards.

2.0 SCOPE

All SLSNZ Patrolling Operations.

3.0 REQUIREMENTS

Required PPE	Surf lifeguard uniform
Awards/Licenses	Surf Lifeguard Award (Refreshed) Patrol Support Member
Training	N/A
Other	N/A
Equipment	Fins Radio IRB

4.0 INTRODUCTION

All surf lifeguards & patrol support members on patrol are to take a proactive approach to preventing drowning and injury on the beach.

Being proactive & always maintaining constant supervision of the patrolled area & surrounding areas is a fundamental requirement for surf lifesaving patrols.

5.0 PROCEDURES

Flag Duty

5.1 At all times during patrol when the public are swimming between the flags there shall be at least one surf lifeguard with a rescue tube, fins & radio at or near the water's

edge, on foot no further from the water than the red and yellow flags, or on a mobile tower that has been placed on the beach between the flags.

5.2 It is acceptable for the surf lifeguard to be in the water near the flagged area so long as the surf lifeguard has a rescue tube and fins and is clearly marked with the yellow 'SURF LIFEGUARD' rash shirt.

Elevated Position

5.3 At all times when the patrolled area is open, regardless of whether the public are swimming between the flags or not, there shall be at least one surf lifeguard or patrol support member in an elevated position such as a Patrol Tower with a radio.

5.4 During a dangerous conditions patrol, the elevated position supervision point is to be maintained at all times.

IRB on Standby

5.5 If an IRB is required for patrol, the IRB should be set up as per 'IRB Set Up NSOP'. This IRB should be placed near the water's edge or in a location which enables the fastest response possible.

Surf Lifeguards in Radio Contact

5.6 All surf lifeguards on patrol should remain in radio contact at all times in case they are needed to respond and assist other patrol members.

Lifesaving Activities Around Rocks - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the necessary steps to performing lifesaving activities around rocks.

2.0 SCOPE

All SLSNZ operations except for competitive sport events involving rock jumps.

3.0 REQUIREMENTS

Required PPE		Full length wetsuit (minimum 2mm) Helmet (EN1385 standard) High vis rash shirt or lifeguard rash shirt Fins Rescue tube
Awards/Licenses		Surf Lifeguard Award (Refreshed) SLSNZ Rock Training & Rescue Module
Training	**Participants**	Surf lifeguard refresher
	Instructors/ Leaders	Must have attended the Rock Training and Rescue Instructors Course Rock Instructors Award (or conferred Rock Instructors Award)
Other		Must be minimum 14 years old to participate Current SLSNZ member Suggested minimum 3 years of active patrol experience
Equipment		At least one support/rescue craft within close proximity (within sight and hearing of participants)

4.0 PROCEDURES

4.1 Do not carry out a lifesaving activity around rocks unless it is a compulsory requirement of rock rescue training or performing a rock rescue.

4.2 All guards operating around rocks MUST always wear a safety helmet that meets NZ Standard EN 1385 and is appropriately fitted:

4.2.1 During all rock rescues and rock rescue training.

4.2.2 Whenever a patrol member is intending on landing onto an exposed rocky structure from the water.

4.2.3 During all training performed amongst or between rocks when swimming where waves are breaking upon rocks or swell is surging between rocks.

Rock Rescue Training

4.3 Complete an Operational Risk Assessment prior to the implementation of all rock activities.

4.4 When carrying out a rock training, inform participants of:

a) Purpose of training
b) Specific activities to be offered (familiarisation only, or rock entries and exits)
c) Specific locations of the training
d) Hazards and risks expected of the rock activity

4.5 Ensure all required control measures for rock activity are available and adequate.

4.6 Ensure all required PPE for rock activity is available and adequate for each individual present.

4.7 A fully crewed IRB or RWC must be on standby ready to respond if needed.

4.8 An observer (not participating) with a radio or other communication device (such as a mobile phone in coverage) must be in place.

Rock Rescue

4.9 Patrol Captain to send experienced rock rescue qualified lifeguards where possible. An IRB should be tasked & the IRB driver should position the IRB near rocks, in a safe position.

4.10 Crewperson should jump out into the water away from rocks with helmet/tube/fins connected and climb onto rocks when the swell rises over the rock.

4.11 Crewperson to clip the victim into the tube then jump off together into the water when swell rises onto the rock. Once resurfaced, with the victim secure, the crewperson should give the 'all clear' signal to the IRB driver and swim back to the IRB.

4.12 No patrol member is to attempt a rock entry if conditions, in the patrol member's best judgement, pose a serious risk to him/herself or the patient.

Rookie Training

4.13 In line with the u14 Safety and Supervision NSOP, Rookie Lifeguards may be involved with training activities around rocks.

4.14 At all times the minimum requirements in the u14 Safety and Supervision NSOP must be adhered to. If in doubt, stay out.

Radios And Communications - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

The SLSNZ National Radio communications network consists of multiple multi-site wide area repeater networks.

The Surf Life Saving radio network utilises Digital Mobile Radio technology.

SLSNZ owns various radio frequencies with the government agency Radio Spectrum Management NZ which allows our clubs and lifeguards the ability to use private and secure channels specifically for patrolled beaches to communicate with SurfCom and one another as well as other emergency service organisations.

2.0 SCOPE

All SLSNZ Clubs and Services.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	SLSNZ Radio Communication Qualification
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

All Clubs are required to purchase and use SLSNZ approved radios.
All Radios will be programmed to the national standard 'channel plan'

SLSNZ has developed a national standard 'channel plan' to ensure interoperability between SLS clubs and services but also with external agencies including Police, Coastguard, FENZ & Helicopter Rescue services for search & rescue taskings.

A specific 'channel plan' for each area has been developed in the National Standard Operating Procedures section.

SLSNZ has the Radio Communications Qualification available for members through the online training portal. All SLSNZ Members are encouraged to complete this.

5.0 CLUB RADIO PROCEDURES

5.1 Channel Plan

All SLSNZ approved radios, regardless of manufacturer, will be programmed to the same channel plan to ensure interoperability, meaning that any radio can be used seamlessly nationwide.

In the radio each area will in a 'zone' & each zone will have the specific VHF channels for that area. All Zones are programmed into each radio; this is to allow for interoperability if a club radio is needed in a different zone. Switching from one 'zone' to another will rarely be needed, mainly only if surf lifeguards are responding to a search & rescue emergency in a different area.

I.E. The Coromandel network is a 'zone' so Whangamata will have the Coromandel channels in it as the main zone, but the radios will also have the BOP 'zone' channels in case they are needing to help with the response in Tauranga.

Channel 1 – SLSNZ Operations

This is the default channel that all radios should be set to while on patrol. SurfCom monitors this channel.

When set to this channel all radios are GPS tracked and any transmissions are voice recorded.

Channel 2 – SLSNZ Simplex 1

General communications channel for internal patrol comms. It is line of sight only and should NOT be used for running incidents.

Channel 3 – SLSNZ Simplex 2

This is a second general communications channel. In areas with clubs close in proximity, One would use Simplex 1 and the other would use Simplex 2 to prevent over- lapping comms.

Channel 4 – Portable Repeater

This is a channel used by Search and Rescue squads who respond to areas not covered by the fixed SLSNZ radio network. It is not for general patrolling use.

Channel 5 – Emergency Liaison SX

This channel is a nationally consistent one-stop-shop for communicating with other emergency services for training and incident operations.

6.0 VHF MARINE CHANNELS

6.1 Each zone will have the corresponding VHF channels applicable to their area

ZONE	Clubs in the Zone	VHF Marine Channels
Northland	Far North - Waipū Cove	VHF Marine 02 (Raglan), 04 (Bay of Islands), 05 (Whangarei), 06 (ship to ship), 07 (Kaipara), 16 Emergency Distress, 18 (Manukau), 60 (Hauraki – Outer), 64 (Hauraki – Inner), 65 (Hokianga), 66 (North Kaipara)
Auckland - East	Mangawhai - Mairangi Bay	VHF Marine 02 (Raglan), 04 (Bay of Islands), 05 (Whangarei), 06 (ship to ship), 07 (Kaipara), 16 Emergency Distress, 18 (Manukau), 60 (Hauraki – Outer), 64 (Hauraki – Inner), 65 (Hokianga), 66 (North Kaipara)
Auckland - West	Muriwai - Karekare	VHF Marine 02 (Raglan), 04 (Bay of Islands), 05 (Whangarei), 06 (ship to ship), 07 (Kaipara), 16 Emergency Distress, 18 (Manukau), 60 (Hauraki – Outer), 64 (Hauraki – Inner), 65 (Hokianga), 66 (North Kaipara)
Waikato - West	Kariaotahi - Raglan	VHF Marine 02 (Raglan), 04 (Bay of Islands), 05 (Whangarei), 06 (ship to ship), 07 (Kaipara), 16 Emergency Distress, 18 (Manukau), 60 (Hauraki – Outer), 64 (Hauraki – Inner), 65 (Hokianga), 66 (North Kaipara)
Northern - Coromandel	Hāhei, CC, HWB	VHF Marine 04, 07 (Waihi CG), 16, 63 (Tairua CG)
Southern - Coromandel	Tairua - Waihī	VHF Marine 04, 07 (Waihi CG), 16, 63 (Tairua GC)
Bay of Plenty	Mt Maunganui - Ōpōtiki	VHF Marine 01 (Tauranga CG), 07 (Waihi GC), 16, 18 (Whakatane GG)
Gisborne	All	VHF Marine 03 (Gisborne CG), 05 (East Cape CG), 06, 12, 14, 16, 60, 67, 73
Hawkes Bay	All	VHF Marine 01 (Hawkes Bay CG), 16, 62, 68
Taranaki	All	VHF Marine 05, 06, 08, 16, 61 (Taranaki CG), 67, 71, Sport Fishing Club Repeater, Taranaki Harbour Radio
Capital Coast	Himatangi – Tītahi Bay, All Wellington Clubs, Riversdale	VHF Marine 16, 60 (Manawatu CG), 62 (Wellington CG), 67, 71
Christchurch	Waikuku – Taylors Mistake	VHF Marine 06, 16, 63 (Canterbury CG)
Otago	All	

7.0 RADIO PURCHASE AND MAINTENANCE PROCEDURES

7.1 SLSNZ has national agreements on equipment and servicing cost.

7.2 All radios on the SLSNZ Network must be purchased, programmed, and serviced under the direction of the SLSNZ National Radio Manager.

7.3 Radios supplied through nonapproved dealers will be remotely removed from the

network.

7.4 SLSNZ will continue to maintain and upgrade the wider radio network and advise clubs if their radio programming will need to be updated.

8.0 Key Contact

8.1 If clubs/services have any issues regarding radios or connectivity they can contact SurfCom (0800 save life) during patrol hours, or the National Radio Communications Manager at max.corboy@surflifesaving.org.nz or 0274363539.

Patrol Audit - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the process for Patrol Audits and provide clubs with information.

2.0 SCOPE

This applies to all Patrol Operations.

3.0 REQUIREMENTS

Required PPE	Sunscreen Sun Hat
Awards/Licenses	Surf Lifeguard Award (refreshed) Patrol Captains Award (refreshed)
Training	Patrol Audit Briefing
Other	Patrol Auditors T-Shirt (uniform)
Equipment	Patrol Audit Report form and access to the Patrol Auditors Manual

4.0 INTRODUCTION

Clubs patrol should be audited three times per season. Ideally, once in December, January & February but not limited to these. Paid Lifeguard Patrols should be audited by their supervisor at least once in their season.

A patrol auditor's responsibility is to assess patrol standards and to report on findings; this ultimately assists clubs to carry out their patrolling activities effectively and efficiently.

5.0 PROCEDURES

5.1 Clubs & Services:

5.1.1 It is the clubs responsibility to ensure that club patrols meet minimum patrolling requirements as per the Club and national standard operating procedures (CSOPs) and (NSOPs)

5.1.2 An audit **may not be turned away** by a patrol if a carnival or other club event is in progress (the service to the Public is the number one priority).

An audit **must not be conducted** if it would place unnecessary risk on the Patrol and/or public (extreme conditions / extreme patronage, etc.).

5.2 Patrol Auditors:

Read and familiarise yourself with the Patrol Auditors Manual

5.2.1 Familiarise yourself SLSNZ lifesaving regulation, lifesaving policies and NSOPs

5.2.2 Upon arrival at the beach, introduce yourself to the Patrol Captain (PC) and inform the PC that you would like to audit the patrol.

5.2.3 Ask the PC to organise their members accordingly

5.2.4 Ask for and check the CSOPs and NSOPs for the minimum lifeguards required to patrol the beach for the day of the Audit.

5.2.5 Observe the beach conditions, beach users, and the actions of the patrol

5.2.6 Complete the audit using the Patrol Auditors Manual & Patrol Audit Report Form below. If errors are made, mark accordingly and explain your reasons in the comments.

5.2.7 Debrief the patrol captain on the audit and how it went. Draw attention to their successes and any areas that need attention.

5.2.8 After completing the audit and the audit report form, submit the form to the relevant staff member as soon as possible.

Club House & Tower Flags - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the clubhouse/tower flag requirements for each Lifeguard Patrol when "On Duty"

2.0 SCOPE

These procedures apply to all volunteer and paid lifeguard services.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	SLSNZ Surf Lifeguard Award SLSNZ Patrol Support Award
Training	N/A
Other	N/A
Equipment	New Zealand Flag Red & Yellow "SLSNZ Patrol" Flag BP Surf Rescue Flag Red "Dangerous Conditions" Flag

4.0 PROCEDURES

4.1 During patrol hours the following flags shall be flown from either the Clubhouse or fixed Patrol Tower (whichever is closest to the water), they shall be flown in the following priority (by space available):

- Red and Yellow SLSNZ "Clubhouse Flag"
- New Zealand Flag
- BP Surf Rescue Flag

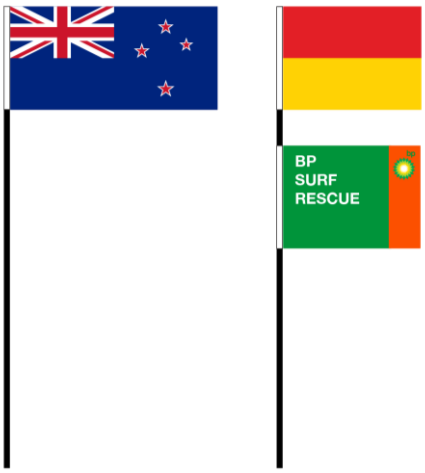
4.2 Once patrolling has ceased for the day flags should be lowered.

4.3 Flags shall be flown in the following fashion, depending on the number of clubhouse/tower flag-poles available.

4.4 No flag shall fly above the NZ Flag (single pole) and if two poles are available no other flag shall fly on the pole with the NZ Flag.

4.5 **No Swimming Flag**

4.5.1 Where conditions prevent lifeguards from identifying a hazard free swimming area, a dangerous conditions patrol shall be declared and there shall be no placement of the red and yellow flags on the beach and the Clubhouse patrol flags (including the NZ flag) shall be removed. The red `No swimming' flag shall be raised on the clubhouse/tower flagpole. As per the Dangerous Conditions NSOP.

Single Flag Pole Setup	**Double Flag Pole Setup**
	

Temporary Beach Hazard Signage - NSOP

Section 1 – Patrol Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To identify the use of temporary beach hazard signage by surf lifeguard patrols

2.0 SCOPE

These procedures apply to all volunteer and paid lifeguard services.

3.0 REQUIREMENTS

Required PPE	Various depending on duty or task.
Awards/Licenses	SLSNZ Lifeguard Award SLSNZ Patrol Support Award
Training	N/A
Other	This NSOP links to • Dangerous Conditions NSOP • Proactive Patrolling NSOP
Equipment	Temporary Beach Hazard signs • Strong Currents • Swimming Not Advised • Sharks • Jellyfish Club "Daily Conditions" Board

4.0 PROCEDURES

4.1 Complete an operational risk assessment prior to the commencement of the patrol, and/or during the patrol as conditions change.

4.2 Place the applicable hazard signs, at intervals along the beach and at main beach access ways.

4.3 The "Daily Conditions" shall show the relevant Hazard and been updated during patrol as

necessary.

4.4 The Patrol App must be updated to include any hazard signs being used.

4.5 Where necessary, lifeguards should be positioned on the beach to advise the public of the identified dangers.

4.6 Roving Patrols should be utilised to provide safety advice and preventive actions along the beach where resources permit. (Proactive Patrolling NSOP)

4.7 If conditions change, i.e. tide, wind or swell changes or additional resources become available, adjust or move hazards signs as appropriate.

Pic 1 Strong currents	Used to warn beach users of areas where strong currents or RIPs maybe present.	
Pic 2 Swimming not advised	Used to warn beach users of areas where swimming is not advised. Could be used in conjunction with the 'Dangerous Conditions NSOP'	
Pic 3 Sharks	Used in conjunction with the 'Dangerous Conditions NSOP' & 'Shark Sighting NSOP'	

Pic 4 Jellyfish	The Jellyfish Warning sign is used when Jellyfish maybe in the water. It is at the patrol captain's discretion whether to close a flagged area or not due to Jellyfish.	

Example:

SECTION 2

HEALTH SAFETY & WELFARE

SURF LIFE SAVING®
NEW ZEALAND

General Risk Assessment - NSOP

Section 2 – Health, Safety and Welfare

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Health and Safety Advisor

1.0 PURPOSE

The purpose of these procedures is to help all members responsible for risk management and/or assessment, to correctly complete a General Risk Assessment form. These procedures outline the minimum required information that must be recorded within each section of the General Risk Assessment form.

2.0 SCOPE

For use when assessing predictable tasks, which are unlikely to change significantly due to the predicable nature of the work, e.g., refilling a fuel bladder.

Note - For tasks where environmental changes and other factors are likely to occur, e.g., operating a flagged patrol, the Operational Risk Assessment must be used.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

Undertaking a comprehensive risk assessment is a requirement of the work of staff and members. General Risk Assessments help inform our practice by identifying and prioritising risk that can be treated to prevent harm to people. *A General Risk Assessment can be found on page 4.*

5.0 PROCEDURES

5.1 Assessment Title (task) - You are required to enter the description of the task that is

being undertaken. Be sure to describe the task using the right level of detail, e.g., driving an ATV. Avoid being *too specific* or *too generic* with the task description, e.g., '*driving an ATV along the road, then beach to the patrol area* or '*driving*'. The task needs to give enough information to visualise what work is being carried out, but not be too specific that other parts of the task can be missed.

5.2 **Version No. -** Update the version number to ensure the most current risk assessment is in use.

5.3 **Site -** Enter the site/Club name that pertains to this task, e.g., Eastern Region office.

5.4 **Date of Assessment -** Enter in the date the assessment was completed, using DD/MM/YYYY.

5.5 **Risk Assessor Name -** Enter the name of the person carrying out the risk assessment.

5.6 **Hazards -** Within this section there are pre identified hazards that may be present when undertaking a task. You must identify all of the hazards that are relevant to the risk assessment being produced. You should identify the hazard by recording an X in the relevant box (electronic copies - just click the box for the X). Select 'Other' for identified hazards that are not listed, and provide the details of the hazard in 'If "other" box.

5.7 **Risk Description Column -** For each hazard identified in the 'hazards' section, enter the hazard alphabetical reference, e.g., 'A. Slips, Trips or Falls', and then provide a brief description of what could go wrong and how, and who could be affected. Each identified hazard will have its own row.

5.8 **Raw Risk Assessment -** Raw risk is the natural level of risk inherent in a process without doing anything to reduce the likelihood or mitigate the consequence of a mishap. Therefore, rate the inherent risks associated with the listed hazard(s) as if there are no control measures in place to prevent the hazard from causing harm.

a) **Likelihood** (L) **-**To determine the likelihood of the accident, use the definitions identified in the Likelihood table in the appendix (p.6). Use your best judgment and only use whole numbers (1 through 5, not 3.5).

b) **Consequence** (C) **-** To determine the consequence of the harm, use the definition identified in the Consequence table in the appendix (p.6). Use your best judgment and only use whole numbers.

c) **Risk** (R) **-** Multiply your likelihood and your consequence scores to determine your risk score - record the raw risk score in the box.

5.9 **Existing Control Measures -** List all the existing control measures that are in place and relevant to the task being assessed.

5.10 **Risk Assessment -** Assess the risk again, but now with the knowledge that there are existing controls in place.

a) **Likelihood -** To determine the likelihood of the accident, please use the definitions identified in the Likelihood table. Use your best judgment and only use whole numbers (1 through 5). It is IMPORTANT to keep in mind that a likelihood rating is the likelihood of the accident occurring and not the likelihood of harm occurring.

b) **Consequence -** To determine the consequence of the accident, use the definition identified in the Consequence table. Use your best judgment and only use whole numbers. It is IMPORTANT to keep in mind that the same accident can result in many different types of 'harm.' For example, tripping over a cable can have any consequence, from no harm… to a grazed knee… to a broken wrist… to death. So which consequence should you choose? Choose the consequence based on the **'Reasonably Foreseeable Worst Case Harm'** - in other words, what is the worst harm that could happen, that would not be bizarre if the accident happened.

c) **Risk*-** Multiply your likelihood and your consequence scores to determine your risk score - record the existing risk score in the box.

*the highest risk score in this column is the overall risk score that should be associated with the task and included on the Risk Register for prioritisation purposes. For instance, the overall risk of refuelling IRB bladder is 10 (even though there is another hazard with a score of 8).

5.11 **Additional Control Measures -** Consider further additional controls that may or could be implemented to reduce the risk to as low as reasonably practicable.

5.12 **Residual Risk -** Residual risk is the risk that is left over after all the controls are in place, are followed and working as they should be.

a) **Likelihood -** To determine the likelihood of the accident, please use the definitions identified in the Likelihood table in the appendix.

b) **Consequence -** To determine the consequence of the accident, use the definition identified in the Consequence table in the appendix. Use your best judgment and only use whole numbers.

c) **Risk -** Multiply your likelihood and your consequence score to determine your risk score - record the residual risk score in the box.

SURF LIFE SAVING NEW ZEALAND

General Risk Assessment Template

For use when assessing repetitive tasks, which are unlikely to change significantly, due to the predictable nature of the work, e.g. refilling a fuel bladder.

Note- For tasks where environmental changes and other factors are likely to occur e.g. operating a flagged patrol, the Operational Risk Assessment must be used.

Assessment title (task):				**Version No.**	
Site:		**Date of Assessment:**		**Risk Assessor Name:**	

Hazards (Tick all hazards that apply to the task)		
A. Slips, Trips or Falls ☐ **B.** Working at height ☐ **C.** Manual Handling/Lifting ☐ **D.** Motor vehicle ☐ **E.** Trapped by object ☐	**F.** Sharp objects ☐ **G.** Violence ☐ **H.** Climate (indoor) ☐ **I.** Climate (outdoor) ☐ **J.** Chemical health hazard ☐	**K.** Fire and Explosion ☐ **L.** Vibration ☐ **M.** Noise ☐ **N.** On water or boating ☐ **O.** Other (please list below) ☐
If "other" please describe		

Risk Description for each identified hazard above, describe: -what could go wrong **and** how -who could be affected	**Raw Risk assessment** (L x C = R)			**Existing Control Measures**	**Risk assessment** (L x C = R)			**Additional Control Measures**	**Residual Risk** (L x C = R)		
	Likelihood	Consequence	Risk		Likelihood	Consequence	Risk*		Likelihood	Consequence	Risk
Electronic document allows for expansion of the table											

Appendix: Risk rating scales and risk matrix- For reference when calculating risk ratings (L x C = R)

Likelihood Scale

Score	Scale	Frequency of accident
1	Rare	Would only occur in exceptional circumstances.
2	Unlikely	Incident conceivable at some time, but only remotely possible.
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past.
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past.

Consequence Scale

Score	Scale	Severity of harm (psychological, physical, and/or emotional)
1	Insignificant Harm	No real harm or illness resulting – e.g. minor bumps, bruises or abrasions.
2	Minor Harm	First aid or minor medical treatment is required – e.g. sprains, strains and cuts.
3	Significant Harm	Harm or illness requiring treatment by a qualified medical practitioner such as a GP, physio, dentist, or a hospital e.g. fractures, dislocations, soft tissue damage, or wounds requiring stitches.
4	Serious Harm	Life or limb threatening harm or illness, permanent disablement e.g. multiple trauma injuries with potential for permanent disablement.
5	Fatality	One or multiple fatalities

How to determine the likelihood rating:
A likelihood rating is the **likelihood of the *predicted accident*** *occurring* and not the likelihood of harm occurring.

Consideration of who could be affected, what controls are in place (are they effective or not) are useful pieces of information to consider when making this judgement.

How to determine the consequence rating:
Predict what the **Reasonably Foreseeable Worst Case Harm (RFWCH)** could be. In other words, what's the worst harm that could occur that would not be bizarre.

If we predict our consequence at 'worst case' then the result will always be death (5-Fatality).
If we predict at 'most common' we leave ourselves vulnerable for missing predictable outcomes. For example,
'Tripping on an exposed power cable'
Most common harm= graze/sprained wrist (2-Minor Harm)
Worst case harm= hits head and dies (5-fatality)
RFWCI- Broken Wrist (3- Significant Harm)

SURF LIFE SAVING NEW ZEALAND

			SLSNZ Risk Matrix				
Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
			Likelihood (L)				

RISK MAGNITUDE	SCORE	ACTIONS TO BE TAKEN
Low ★	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate ★★	5-12	Where reasonably practicable, additional control measures should be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High ★★★	15-16	Where reasonably practicable, additional control measures must be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional controls measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable ★★★★	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

SAFER Risk Management - NSOP

Section 2 – Health, Safety and Welfare

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Health and Safety Advisor

1.0 PURPOSE

The SAFER Risk Management Process should be used where quick action is needed. It is carried out on the spot in developing and changing situations or when unexpected hazards present themselves during routine tasks.

The SAFER Risk Management Process encourages users to consider control measures to make work safer.

2.0 SCOPE

All SLSNZ members and staff

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

The SAFER Risk Management Process underpins and informs all Surf Life Saving operations. SAFER includes the process of evaluating risks in real-time, while working. It is an easy-to-remember approach to preventing harm to self and/or others.

5.0 PROCEDURES

5.1 **S**pot the hazard

5.2 **A**ssess the risk

5.3 **F**ind control measures to **F**ix the problem

5.4 **E**valuate the result of the solution

5.5 **R**ecord your SAFER actions

a) If reasonably practicable, record your SAFER Risk Management Process using audio/video tools, such as a cell phone, or by communicating back to a radio operator in SurfCom to record, before and/or after your task.

5.6 Any findings or insights discovered as a result of SAFER Risk Management Process should be communicated to your Patrol Captain or line manager.

Operational Risk Assessment - NSOP

Section 2 – Health, Safety and Welfare

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: SLSNZ National Health and Safety Advisor

1.0 PURPOSE

The purpose of these procedures is to provide staff and members with instructions on how to correctly complete the Operational Risk Assessment. These procedures outline the minimum required information that must be recorded within each section of the Operational Risk Assessment form.

2.0 SCOPE

This procedure applies to all SLSNZ operations including but not limited to; volunteer patrols, regional guard patrols, lifeguard training, sport training, sport events, beach education, etc. This Operational Risk Assessment is for use when assessing tasks where environmental changes and other factors are likely to occur, e.g., operating a flagged patrol.

Note - When assessing predictable tasks which are unlikely to change significantly, due to the predictable nature of the work, e.g,. refuelling a fuel bladder, the General Risk Assessment must be used.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 PROCEDURES

Part A

4.1 Complete Part A by filling in all the boxes and circling all the current weather conditions of the operation.

Part B - Part B is separated into three sections: Environment, People and Equipment. For *each* section, complete the following:

4.2 **Risk Description -** Record any risk related to the associated hazard in the left-hand column. If there is a hazard present that is not listed, record it in the blank space provided at the bottom of the section.

4.3 **Risk Assessment -** Rate the inherent raw risk associated with the listed hazard(s) as if there are no control measures in place to prevent that hazard from causing harm.

a) **Likelihood -** Use the definitions identified in the Likelihood table to determine your likelihood score. Use your best judgment, and only use whole numbers (1 though 5).

b) **Consequence -** Use the definitions identified in the Consequence table to determine your consequence score. Use your best judgment and only use whole numbers.

c) **Risk Score -** Multiply your likelihood and consequence score to obtain a risk score.

d) **Acceptable Risk** - Determine if the risk is acceptable or not. If the risk magnitude is less than 4, then the risk is likely to be acceptable. *Refer to Risk Magnitude table below.*

4.4 **Control Measures -** List all the existing control measures that are in place and relevant to the hazard.

4.5 **Risk Assessment -** Assess the risk again, but now with the knowledge that there are existing controls in place.

a) **Likelihood -** Use the definitions identified in the Likelihood table to determine your likelihood score. Use your best judgment, and only use whole numbers (1 though 5).

b) **Consequence -** Use the definitions identified in the Consequence table to determine your consequence score. Use your best judgment and only use whole numbers.

c) **Risk Score -** Multiply your likelihood and consequence score.

d) **Acceptable Risk –** If the risk score is over 4, consideration should be given to potential control measures.

4.6 **Alternative Control Measures -** Consider additional controls that could be implemented to further reduce the risk to as low as reasonably practicable.

4.7 **Decisions**

4.7.1 **Residual Risk Magnitude -** Residual risk is the risk that is left over after all the controls are in place, are followed and working as they should be. Calculate your residual risk (likelihood x consequence) to determine your residual risk magnitude.

4.7.2 **Is the residual risk magnitude acceptable? –** If the residual risk magnitude is 20 or 25 then the work must stop immediately or not be carried out if the work has not started.

SURF LIFE SAVING NEW ZEALAND

Operational Risk Assessment Form - Part A

Event		Date		Time		Name		Signature	

PREVAILING WEATHER CONDITIONS (CIRCLE/ HIGHLIGHT)

Wind Strength	Still		Light		Moderate		Strong		
Wind Direction	Northerly	Nor'Easterly	Easterly	Sou'Easterly	Southerly	Sou'Westerly	Westerly	Nor'Westerly	Nil
Weather	Clear		Scattered Cloud		Overcast	Showers		Heavy Rain	Storm
Wave Height	<0.5	-1	-1.5	-2	-2.5	-3	-3.5		-4
Surf Conditions	Glassy		Slight Chop		Choppy	Rough		Very Rough	

Operational Risk Assessment Form - Part B

Hazards	Risk Description	Raw Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
ENVIRONMENT													
Weather Conditions					Y / N					Y / N			Y / N
Wave Conditions					Y / N					Y / N			Y / N
Rips / Current					Y / N					Y / N			Y / N
Natural Debris					Y / N					Y / N			Y / N
Rubbish					Y / N					Y / N			Y / N
Pollution					Y / N					Y / N			Y / N
Stingers					Y / N					Y / N			Y / N
Holes					Y / N					Y / N			Y / N
Structures					Y / N					Y / N			Y / N
					Y / N					Y / N			Y / N
PEOPLE													
Lifeguards					Y / N					Y / N			Y / N
Public					Y / N					Y / N			Y / N
Support Crew/s					Y / N					Y / N			Y / N

Competitors					Y / N					Y / N			Y / N
Supporters					Y / N					Y / N			Y / N
Spectators					Y / N					Y / N			Y / N
Water Safety					Y / N					Y / N			Y / N
Officials					Y / N					Y / N			Y / N
					Y / N					Y / N			Y / N
EQUIPMENT													
IRBs					Y/N					Y / N			Y / N
ATVs					Y/N					Y / N			Y / N
Boat / Canoe					Y/N					Y / N			Y / N
Skis					Y/N					Y / N			Y / N
Boards					Y/N					Y / N			Y / N
Vehicles – Beach					Y/N					Y / N			Y / N
Vehicles – Road					Y/N					Y / N			Y / N
					Y/N					Y / N			Y / N

SURF LIFE SAVING NEW ZEALAND

Appendix: Risk rating scales and risk matrix- For reference when calculating risk ratings (L x C = R)

Likelihood Scale

Score	Scale	Frequency of accident
1	Rare	Would only occur in exceptional circumstances.
2	Unlikely	Incident conceivable at some time, but only remotely possible.
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past.
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past.

Consequence Scale

Score	Scale	Severity of harm (psychological, physical, and/or emotional)
1	Insignificant Harm	No real harm or illness resulting – e.g. minor bumps, bruises or abrasions.
2	Minor Harm	First aid or minor medical treatment is required – e.g. sprains, strains and cuts.
3	Significant Harm	Harm or illness requiring treatment by a qualified medical practitioner such as a GP, physio, dentist, or a hospital e.g. fractures, dislocations, soft tissue damage, or wounds requiring stitches.
4	Serious Harm	Life or limb threatening harm or illness, permanent disablement e.g. multiple trauma injuries with potential for permanent disablement.
5	Fatality	One or multiple fatalities

How to determine the likelihood rating:
A likelihood rating is the **likelihood of the *predicted accident*** *occurring* and not the likelihood of harm occurring.

Consideration of who could be affected, what controls are in place (are they effective or not) are useful pieces of information to consider when making this judgement.

How to determine the consequence rating:
Predict what the **Reasonably Foreseeable Worst Case Harm (RFWCH)** could be. In other words, what's the worst harm that could occur that would not be bizarre.

If we predict our consequence at 'worst case' then the result will always be death (5-Fatality).
If we predict at 'most common' we leave ourselves vulnerable for missing predictable outcomes. For example,
'Tripping on an exposed power cable'
Most common harm= graze/sprained wrist (2-Minor Harm)
Worst case harm= hits head and dies (5-fatality)
RFWCI- Broken Wrist (3- Significant Harm)

			SLSNZ Risk Matrix				
Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
			Likelihood (L)				

RISK MAGNITUDE	SCORE	ACTIONS TO BE TAKEN
Low ★	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate ★★	5-12	Where reasonably practicable, additional control measures should be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High ★★★	15-16	Where reasonably practicable, additional control measures must be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional control measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable ★★★★	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

Injuries / Incidents and Patient Reporting - NSOP

Section 2 – Health, Safety and Welfare

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: SLSNZ National Health and Safety Advisor

1.0 PURPOSE

The purpose of this procedure is to guide members to correctly record and report injuries and incidents that have occurred during any SLSNZ operation.

2.0 SCOPE

This procedure applies to all SLSNZ members and all SLS operations.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 PROCEDURES

4.1 Read the Incident and Injury Notification Flow Chart on page 3.

Patient Report

A Patient Report Form must be completed for any person who:

- receives first aid treatment from a patrol member on patrol, and/or
- receives first aid treatment from an emergency call out squad (ECOS), and/or
- goes missing and for whom a search commences
- receives first aid treatment from SLSNZ personnel while attending internal or external events e.g., a SLS sport event or a community harbour swim.

4.2 Record as much information about the patient and their treatment as possible, including:

a) The person's name and contact information if it's not already captured on the

NSOP

Incident Report form.

b) Where the patient is part of a larger incident, the unique Incident ID # on the top right corner of the Incident report form must be recorded on each and every patient form in the field provided – top right section of patient form.

c) Detailed summary of the treatment provided by patrol members or ECOS members.

d) History of the patient's vital signs and medical history if required.

e) Patient outcomes e.g., referred to a doctor or left in a stable condition.

4.3 If the patient is involved in an incident, the Incident Form number on the top right corner of the Incident Form must be copied onto the Patient Form in the top right corner (for forms printed from Oct 2020).

Incident Report

An Incident Report Form must be completed for every near miss, rescue, first aid, or search undertaken by patrol members, ECOS members, event safety personnel or SLSNZ staff.

4.4 Record as much information about the incident as possible, including:

a) Date and time of the incident.

b) Location of the incident.

c) If a SLSNZ member was involved.

d) A clear and accurate summary of the incident.

e) Police Tasking Number if applicable.

f) Name, address and contact information of the person/s involved in the incident.

g) The type of incident e.g., rescue or first aid.

h) What activities the person/s were doing at the time of the incident.

i) What resources were used during the incident.

j) What the conditions were like at the time of the incident.

k) Who were the patrol members involved?

4.5 Serious incidents must be reported to the Regional Lifesaving Manager (SLSNZ) or the Operations Manager (SLSNR) as soon as possible.

4.6 Incident Reports must be entered onto the data base as soon as practicable, but no later than 7 days from the date of the incident.

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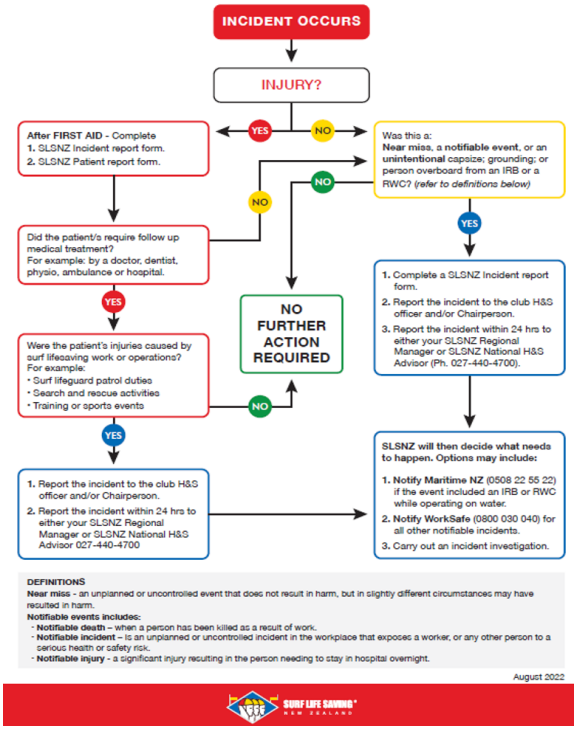
SLSNZ INCIDENT & INJURY NOTIFICATION FLOW CHART



NSOP

Lightning - NSOP

Section 2 – Health & Safety Management

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline procedures in the event of an electrical storm.

2.0 SCOPE

All surf lifesaving operations and all activities related to SLSNZ and Clubs.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

The 30/30 Rule is recommended for lightning safety in the New Zealand Standard on Lightning Protection. A flash-to-bang count of 30 seconds or less is a guide to the suspension of activity. Additionally, the following equation can help give an idea of how far away a storm is.

$$\text{Distance of storm (in km)} = \frac{\textbf{Time between flash of lightning \& clap of thunder (in seconds)}}{3\ (\text{km})}$$

When the flash to bang count is 30 seconds, this indicates that the lightning is around 10km away. This is associated with significant risk that a lightning strike could be at the patrol area.

There are two parts to the 30/30 rule:
1) If the flash-to-bang count is 30 seconds or less, follow the procedure below.
2) Wait 30-minutes after the electrical storm has passed to resume the activity.

5.0 PROCEDURES

Closing a Patrolled area

4.1 If swimming, surfing, or on a vessel, leave the water immediately and seek shelter.

4.2 The Patrol Captain or person in charge (for non-lifesaving operations) should consider the 30/30 rule when deciding a course of action.

4.3 The Patrol Captain or person in charge (for non-lifesaving operations) should close the patrolled area or area they are providing supervision for.

4.4 The patrol should retire to the shelter of the clubrooms or a 'hard top' vehicle or building and maintain a surveillance lookout from there if practicable.

Note - Small structures, patrol shelters, fabric tents and isolated small groups of trees should be avoided.

4.5 If in the open and unable to find shelter, crouch down (individually), preferably in a hollow, feet together and remove metal objects from head and body. Do not lie down but try to avoid being the highest object in the vicinity.

4.6 In the event of a competition carnival or special event, arrangements will be made by the organisers to delay the event until the danger has passed and to move all people to a safe location.

Reopening a Patrolled Area

4.7 Where 30 minutes has passed since the last sighting of lightning, a typical storm travels at about 40km/h. Waiting 30 minutes allows the thunderstorm to be approximately 20km away.

Cleaning and Decontamination - NSOP

Section 2 – Health, Safety and Welfare

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Health and Safety Advisor

1.0 PURPOSE

To outline the steps all members must follow when responding to an operation where Contamination is suspected, and steps to decontaminate equipment and building surfaces post an operation.

2.0 SCOPE

This policy applies to any member operating in lifesaving or search and rescue capacity where they have interacted with a potentially contaminated environment.

Contaminants relevant to Surf include faecal coliforms (such as E. coli) and other bacteria, viruses, as well as hazardous chemicals.

3.0 REQUIREMENTS

Required PPE	Per-Person 1 Disposable Coverall 1 P95 Respirator mask 1 pair nitrile gloves 1 pair of protective glasses
Awards/ Licenses	Nil
Training	Nil
Other	Nil
Equipment	Hypochlorite (50mls/1 Litre water) Household garden sprayer

4.0 PROCEDURES

4.1 **Decontamination steps for gear:**

4.1.1 Doff gear safely: Avoid cross-contamination or self-contamination during cleaning. Wear appropriate PPE.

4.1.2 Timing: Do not delay cleaning. As soon as gear is identified as contaminated and workload allows, clean and dry gear as below.

4.1.3 Pre-cleaning: Protected by PPE, remove visible contaminants manually with gloves, a brush, or a hose. Disinfecting solutions cannot work if an item is

grossly contaminated.

4.1.4 Soapy water soak: Soak contaminated gear in a soapy water solution (5 tablespoons of regular liquid dish soap or laundry detergent in 20 litres of water) for 5 minutes. Then agitate or knead gently. Turn items inside out, clean, and repeat with the right side out.

4.1.5 Drain and repeat as necessary until water runs clear.

4.1.6 Disinfecting soak: Soak gear in dilute bleach solution for 5 minutes. A dilute bleach solution can be made by adding 100mls regular bleach (roughly 1/2 cup) to 5 litres water.

4.1.7 Rinse: Submerge in fresh water several times.

4.1.8 Dry: Hang and drip-dry. Accelerate drying by using dry moving air/fans.

4.1.9 Assess: if odour or contamination persists, repeat steps 1-8. If still contaminated, repurpose or replace.

4.2 Decontamination of Personnel

4.2.1 Decontamination of personnel involves:

4.2.2 Prevention of cross-contamination: use PPE appropriately. Use nitrile gloves underneath your work gloves. Do not touch your face. Use alcohol-based hand sanitiser frequently, including before and after doffing. Use soap and water if hands are visibly contaminated. Beware self-contamination while eating or drinking. Learn to don and doff gear without cross-contaminating.

4.2.3 Showers: water temperature doesn't matter, but quantity does. Use copious amounts of water. Use soap or liquid body wash over entire body and rinse.

4.2.4 Post-exposure: beware of illness, especially skin infections and gastroenteritis (vomiting/diarrhoea). If a member becomes unwell, seek urgent medical attention, and notify the SLSNZ Lead.

4.3 Considerations in the field:

4.3.1 Use gloves, eye protection, and masks whenever dealing with suspected contaminants.

4.3.2 Contrary to common perception, infection risk from handling the deceased is likely lower than that posed from interaction with living patients. To decrease the risk of body fluid exposure generally, use long gloves, eye

protection, and plastic aprons when practical, and N95 masks which provide protection from malodourous smells as well as infection.

4.4 Post Incident Wash Down procedures

4.4.1 Wear disposable gloves and Coveralls. Eye Protection and Respirators are optional.

4.4.2 For hard surfaces such as ATV's, RWC's, and IRB's, use a cleaning solution of 10 tsp bleach in one-litre water.

4.4.3 In a spray bottle, spray the equipment just to a coverage level, do not have it dripping wet. Allow the equipment to air dry outdoor if possible. Wear disposable gloves and Coveralls. Eye Protection and Respirators are optional.

4.4.4 All disposable PPE must be disposed of in either a yellow decontamination bag or a black rubbish bag for disposal.

a) remove coveralls

b) place in bag

c) remove 1st glove

d) remove 2nd glove

e) place in bag

f) binning used PPE

4.4.5 All clothing and wet suits can be washed using household clothes washing machine in standard detergent.

a) washing clothing

b) washing powder

4.4.6 Radio sets need to be wiped down using a disinfectant wipe or cloth with disinfectant before going back on charge.

Working Safely Around Wooden Debris on Beaches - NSOP

Section 2 – Health Safety and Welfare

Effective Date: 01 September 2023

Review Date: 01 December 2023

Document Owner: National Health & Safety Advisor

1.0 PURPOSE

This National Standard Operating Procedure (NSOP) outlines the guidelines and procedures for Surf Life Saving New Zealand (SLSNZ) members to safely work around and near wooden debris on beaches (mainly on the East Coast of the North Island).

The purpose of this NSOP is to ensure the safety of SLSNZ members when performing tasks near potentially hazardous wooden debris on our beaches.

2.0 SCOPE

This NSOP applies to all SLSNZ members involved in activities that require them to work around wooden debris on beaches.

It is important to note that no Surf Life Saving activities will occur on the wooden debris at any time.

3.0 RESPONSIBILITIES

All SLSNZ members are required to follow the procedures outlined in this NSOP, adhere to safety guidelines, and immediately report any unsafe conditions or incidents that affect the way we patrol to SurfCom.

Patrol Captains and Club Coaches/Instructors (referred to as Club Leaders): All members acting in a leadership role are responsible for ensuring SLSNZ members under their supervision understand and comply with this NSOP. They must also assess potential hazards and enforce safe working practices.

4.0 REQUIREMENTS

Required PPE	• All SLSNZ members must wear appropriately closed-in footwear when working around wooden debris. • Helmets are mandatory when working near structures that may collapse or when there is a potential risk of falling debris. • Heavy material gloves are strongly advised

Awards/Licenses	N/A
Training	N/A
Other	• Operational Risk Assessment
Equipment	N/A

5.0 INTRODUCTION

Definition of Wooden debris

Wooden debris along a beach refers to fragments, objects, or pieces of wood that have washed up or accumulated along the shoreline, posing a potential hazard to the members of SLSNZ and other beachgoers.

This debris could include items such as broken driftwood, heavy logs, timber remnants, discarded lumber, or other wooden materials that natural processes such as tides, currents, storms, or human activities have deposited.

Operational Risk Assessment:

- SLSNZ members are trained in first aid on and near the beaches but are not specialists in working in wooden debris environments.
- SLSNZ members are requested to conduct a thorough Operational Risk Assessment (ORA) to identify potential hazards such as heavy logs, sharp objects, protruding nails, splinters, and unstable debris prior to working near this environment.
- Heavy logs are prone to roll when a force is applied or when affected by surf. Log roll can result in the entrapment of individuals under the log, causing life-threatening situations.
- Clubs are required to provide PPE and ensure this is available and in good condition, including heavy material gloves and helmets that are fitted.
- Members working in this environment are required to wear sturdy closed-in footwear.

6.0 PROCEDURES

6.1 General Procedure:

- Access and exit the beach only through the designated clear path to ensure safe movement of personnel and equipment.
- If the available area of the beach is inconsistent with meeting the minimum standards set out in the Club Standard Operating Procedures (CSOPs), clubs are requested to follow the *Dangerous Conditions NSOP.*

If there is no clear or safe path and/or clubs are not able to meet their minimum patrolling CSOPs please contact SurfCom 0800 SAVE LIFE, who will have direct communication with the relevant staff member at the Gisborne District Council or an agreed contractor.

- Work in teams of at least two members to ensure safety and effective communication.
- Avoid direct contact with wooden debris and ensure members do not climb on logs.
- Never access or work under wooden debris structures, as they may be unstable.
- Remain vigilant for changing conditions such as tides, waves, and weather.

- If it is deemed unsafe to carry out a patrol, please follow the *Dangerous Conditions NSOP*, and close the beach with the red "no swimming flags" flying. The club can utilise an Observational Patrol if they deem it safe to do so.
- This procedure may see Surf Sports, Lifeguarding Training, and Junior Surf sessions relocate to an alternative location if that is the safest option, especially around high tide times.
- SLSNZ does not support patrolling during the period of an hour before and after high tide if there is insufficient beach to patrol and carry out Surf Life Saving activities safely.

6.2 Public Relations:

- SLSNZ has a role in advising the public about potential hazards posed by the wooden debris on the beach. However, members are not authorized to prevent the public from accessing the wooden debris.
- Members are encouraged not to engage in challenging conversations with members of the public regarding the wooden debris. Instead, encourage the public to contact the controlling authority for further information or concerns.

6.3 Emergency Procedures:

- In any instance where immediate assistance is required, SLSNZ members must call 111 and ask for Fire and Emergency New Zealand (FENZ) and Ambulance.
- Designate a clear leader who is hands-off and coordinating any first aid or rescue efforts.
- In case of a minor injury or entrapment of a member of the public, assist as able without risk to SLSNZ members, if there is risk to personal, then please offer verbal assistance but do not physically assist, call FENZ, request Ambulance and prepare first aid equipment to assist when able.
- If the patient faces an immediate risk to their life from drowning (i.e., trapped with an incoming tide) or from a serious injury, SLSNZ members have permission to do what they are able to do to assist, but please prioritise calling for FENZ to assist.
- Please notify SurfCom and clearly document incidents and operational decisions as soon as is practicable.
- An operational and wellbeing debrief must be carried out afterward.

6.4 Incident Reporting:

- All incidents, near misses, and safety concerns must be reported to the SLSNZ Database via the Patrol App as soon as practically possible.
- Concerns can be communicated directly with the SLSNZ Health & Safety Advisor – Scott Weatherall on 027 4404 700 or scott.weatherall@surflifesaving.org.nz

6.5 NSOP Review:

- This is a dynamic NSOP – it should work to support clubs and members. Please feed any suggestions, questions, thoughts, or concerns to the SLSNZ Health & Safety Advisor.

SECTION 3

POWERCRAFT OPERATIONS

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IRB Setup - NSOP

Section 3 – Powercraft Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the correct setup of an IRB hull, engine and fuel bladder.

2.0 SCOPE

For members setting up IRBs.

3.0 REQUIREMENTS

Required PPE	Helmets PFDs VHF Radio Personal Locator Beacon PLB (risk assessed)
Awards/Licenses	Senior Lifeguard Award – IRB Senior Lifeguard Award – IRB - refreshed IRB Crewpersons Module IRB Crewpersons Module - refreshed
Training	N/A
Other	Refer to Refuelling IRB Bladder NSOPS/CSOPs.
Equipment	Only SLSNZ approved IRB, motors and bladders may be used. A VHF radio compatible with SLSNZ network where applicable must be carried on board at all times.

4.0 PROCEDURES

Setting up the IRB hull for operation

4.1 Check the previous log in the IRB Operations Log Book for any damage to the hull, engine and/or bladder.
4.2 Ensure floor board is correctly fitted.
4.3 Inflate the side pontoons to 23 kPa.
4.4 Leave the pressure gauge in the right (starboard) side pontoon with the dial facing forward and inflate the bow pontoon until the pressure gauge begins to rise above 23kPa, which indicates that the bow pontoon is also up to the required pressure of 23kPA.
4.5 Align the keelson with the centre of the floor. If the IRB is not on a trailer, lift one side of the IRB to remove the weight from the valve and inflate to 27 kPa.
4.6 Refit all valve bungs to prevent air leaks or water entering the valves. Listen for air escaping or loose valves. Troubleshoot any leaks and, if persistent, replace with another valve, or IRB if required.
4.7 Check IRB hull, transom and auto bailers are functional.
4.8 Check carry handles and bow rope are functional and secure.
4.9 Check rollover rope is stored correctly, allowing for untangled deployment.
4.10 Check that the blunt ended stainless-steel knife, two paddles and a rescue tube are in place and secured.
4.11 Check all PPE is in place and that correctly fitted helmets, PFD and, where necessary, a Personal Locator Beacon (PLB) are available for each crew. Make sure at least 1 VHF radio is available and is on the correct transmitting channel.
4.12 Correctly secure the fuel bladder in the bow, and ensure fuel line is correctly fitted through the loops down the left (port) side.

IRB Engine Setup

4.13 Check the previous log in the IRB Operations Log Book.
4.14 Using two people, fit and secure the engine to the transom of the IRB. Ensure engine is centred on the transom plate and clamp screws are secure.
Note - Take care when lifting the engine onto the transom as clamp screws can be easily damaged. Each person should have one hand holding the steering bracket and the other hand holding under the cowling tray while lifting.
4.15 Carry out checks of the propeller and guard, including:
a) Split pin in good condition and secure
b) Limited movement between the propeller and the shaft
c) No broken vanes
d) All bolts and nuts are present and secure
e) Good clearance between prop and prop guard
f) Check tilt pin setting and adjust as necessary
g) Note - position two from the bottom is normal.
4.16 Check engine cowling cover is correctly secured and bungee cord attached.
4.17 Attach engine safety strop to transom.

4.18 Attach fuel line bayonet to the engine, ensuring that the bayonet fitting is clean, free of sand and undamaged.
4.19 Start and run engine in flush tank for 3-5 minutes.
4.20 Check for consistent flow of water from the tell-tale.
4.21 Fill out all pre-use fields of the IRB Operations Log Book.

IRB Patrol Operations - NSOP

Section 3 – Powercraft Operations

Version Number: 1.0

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To present the minimum requirements for all standard patrol operation use in relation to Inflatable Rescue Boats (IRB's).

2.0 SCOPE

For patrol members involved in standard IRB patrol operations.

Note - This NSOP does not cover IRB Training that occurs during patrol or outside of patrol hours. For IRB Training refer to the IRB Training Operations NSOP.

3.0 REQUIREMENTS

Required PPE	Helmets PFDs Radios
Awards/Licenses	Senior Lifeguard Award – IRB IRB Crewpersons Module
Training	N/A
Other	IRB drivers must always avoid operations in close proximity to bathers and/or crowded areas unless absolutely necessary.
Equipment	Only SLSNZ approved IRBs and associated equipment are to be used by SLSNZ members. 2x Paddles 1x Rescue Tube 1x Blunt ended knife 1x Radio communication device in aqua pack 1x Fuel Bladder filled with the correct fuel 1x IRB Hull inflated to the correct pressure 1x IRB Engine run in and checked prior to use Functioning rollover ropes Functioning bow rope

4.0 PROCEDURES

IRB Patrol Operations

4.1 Check weather, surf and tide forecasts.

4.2 Assess the beach conditions in consultation with the Patrol Captain (PC) or event manager on the best location to launch and return to shore.

4.3 Complete an Operational Risk Assessment.

4.4 Set up IRB as per the IRB Setup NSOP.

4.5 Place IRB on the beach with PFDs, helmets and communication device located inside or in close proximity, ready for use.

4.6 After set up, all equipment must be fully operational at all times.

4.7 A qualified and refreshed IRB driver and crewperson must be in close proximately at all times.

4.8 Before launching an IRB for operations or training, permission must be sought from the Patrol Captain or event manager.

4.9 IRB drivers and crewpersons must wear PFDs, helmets and have a communication device in the IRB at all times during operations.

4.10 IRB drivers must operate in a safe manner with concern for the general public, their crew and with respect for the equipment.

4.11 When conducting roaming patrols, IRB drivers must not exceed 5knts within 200m of shore, 50m of another water user (craft or person) and 50m of a dive flag except for when they have a reasonable excuse, such as avoiding waves or conducting a rescue.

4.12 Where conditions impair the driver's visibility within the break, an observer on the beach is to ensure beach access is clear and should maintain constant communication with the operator (via radio).

4.13 When returning to shore, seek clearance from an on shore observer, and have the crewperson stand up and ensure that the passage back to the beach is clear of other water users.

4.14 Complete IRB logbook as per Logs and Reporting NSOP.

4.15 The powercraft officer is to be notified of any IRB gear failure or inability to comply with the minimum equipment and patrol standards at the start of the day, or as soon as possible after gear failure.

4.16 All incidents are to be reported as per Incident and Patient Reporting NSOP.

IRB Training Operations - NSOP

Section 3 – Powercraft Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To present the minimum requirements for all training operations in relation to Inflatable Rescue Boats (IRB).

2.0 SCOPE

For patrol members involved in IRB Training during patrol and outside of patrol.

3.0 REQUIREMENTS

Required PPE	Helmets PFDs
Awards/Licenses	Senior Lifeguard Award – IRB IRB Crewpersons Module
Training	N/A
Other	IRB drivers must always avoid operations in close proximity to bathers and/or crowded areas unless absolutely necessary. The **SLSNZ IRB Manual & IRB Instructor Resources** are the key sources of information on crewing and driver techniques.
Equipment	Only Surf Life Saving New Zealand approved IRB's and associated equipment are to be used by Surf Life Saving New Zealand members. 2x Paddles 1x Rescue Tube 1x Blunt ended knife 1x Radio communication device in aqua pack 1x Fuel Bladder filled with the correct fuel 1x IRB Hull inflated to the correct pressure 1x IRB Engine run in and checked prior to use Functioning rollover ropes Functioning bow rope

4.0 INTRODUCTION

When training new drivers, there shall be a qualified and refreshed IRB driver acting as the crewperson, under the direct supervision of an IRB Instructor OR where this is impractical, the club's instructor must approve the training that is occurring.
Only qualified and refreshed lifeguards aged 16 or over, with their crewperson module, are to operate an IRB for the purposes of IRB Driver Training.

5.0 PROCEDURES

During Patrol

5.1 Assess the beach conditions in consultation with the Patrol Captain (PC) on the best location to undertake training.

5.2 Clearly mark out the training area at sea using buoys and clearly mark out the training area on the beach using cones and 'training in progress' signs located at each end of the training area.

5.3 Before launching an IRB for training operations, permission must be sought from the Patrol Captain or Instructor.

Outside of Patrol

5.4 The Club Captain or appropriate club person should be notified of training prior to the craft being launched for training.

5.5 Assess the beach conditions in consultation with other drivers or crewpersons on the best location to undertake training.

5.6 Undertake an Operational Risk Assessment.

IRB Training Operations

5.7 Check weather, surf and tide forecasts.

5.8 A 'training in progress' sign is to be erected wherever training activity is taking place, and a passageway clear of other water users is to be maintained by the patrol as required.

5.9 Ensure there is an additional fully qualified and refreshed driver and crew available on the beach or in close proximity to supervise the training and with another IRB on standby for safety.

5.10 If no Operational Risk Assessment has been completed specifically for the IRB training, complete an Operational Risk Assessment.

5.11 Setup IRB as per the IRB Setup NSOP.

5.12 Place IRB on the beach with PFDs, helmets and communication device located inside or in close proximity ready for use. These must be fully operational at times.

5.13 Don PFDs and helmets, and ensure communication device is available on the IRB.

5.14 IRB drivers must operate in a safe manner with concern for the general public, their crew and with respect for the equipment.

5.15 If conditions may impair the driver's visibility within the break, ensure there is an observer on the beach to maintain clear beach access.

5.16 IRB crewpersons are to keep consistent communication with the operator (via radio or signal flag).

5.17 When returning to shore, seek clearance from an on-shore observer, and have the crewperson stand up and ensure that the passage back to the beach is clear of other water users.

5.18 The Powercraft Officer is to be notified of any IRB gear failure or inability to comply

with the minimum equipment and patrol standards at the start of the day or as soon as possible after gear failure.

5.19 All incidents are to be reported to SLSNZ and Maritime New Zealand immediately.

Rookie Training

5.20 In line with the u14 Safety and Supervision NSOP, Rookie Lifeguards may be involved with IRBs

5.21 The rookie lifeguard/s would make up persons 3 and/ or 4 in an IRB that must be operated by a qualified and refreshed driver and crewperson.

5.22 Rookies must at all times wear the required PPE of a Crewperson or Driver whilst in the IRB.

Refuelling - NSOP

Section 3 – Powercraft Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the steps required to safely refuel equipment.

2.0 SCOPE

This procedure applies to all members.

3.0 REQUIREMENTS

Required PPE	Safety goggles or alternative eye protection, e.g., wraparound sunglasses Nitrile disposable gloves (optional)
Awards/Licenses	N/A
Training	SLSNZ and/or club site-specific induction. SLSNZ and/or club site-specific fuel handling and storage training.
Other	Mandatory two-person task. Refer to CSOPs for site-specific information.
Equipment	Fire extinguisher Funnel Fuel absorbing mat or material Fuel bladder Premixed fuel canister

4.0 PROCEDURES

4.1 Put on safety glasses, or other similar wrap around eye wear. Nitrile disposable gloves should be used for persons with irritable skin conditions.

4.2 Place the fuel mat in the designated refuelling location.

4.3 Identify the location of the nearest fire extinguisher and ensure that it is suitably

charged, current and within 5 metres of the fuel mate if required. If more than 5 metres from the refuelling site, temporarily locate it adjacent to the refuelling site.

4.4 Ensure there are no naked flames or persons smoking within 10 meters of the refuelling site.

4.5 Select the correct fuel from the locker.

FOR IRBs

4.1 Remove the bladder from the IRB, or fuel locker.

4.2 Ensure that oil has been added to the fuel. The fuel should be a blue/green colour when mixed. If it has not been mixed, mix oil into the fuel at a ratio of 50:1.

4.3 One person should carefully open the fuel bladder and hold the bladder in an upright position while the opening is kept elevated from the underside (bottom) of the fuel bladder.

4.4 The second person should open and prepare the fuel canister by attaching the nozzle or arranging the funnel in the correct position.

4.5 When both persons are ready and prepared, fuel can be slowly poured into the bladder from the fuel canister.

4.6 Continue filling until the required quantity of fuel has been transferred into the bladder.

4.7 Before securing the bladder cap, remove all air from the bladder by placing the bladder on a flat surface, while keeping the opening slightly elevated and, if necessary, gently push any air pockets towards the opening before securely fastening the cap. Be careful of fuel bubbling out and splashing up in the face of the person holding the bladder.

4.8 Check the bladder for leaks. If there are any leaks, immediately pour the fuel back into the fuel canister using a funnel. Isolate the damaged bladder to prevent use, and inform the Patrol Captain and/or other designated person in keeping with CSOPs.

4.9 Wipe off any minor fuel spills from the bladder. For large spills, refer to the CSOPs for the location and application of the fuel spill kit.

FOR REFUELLING OTHER VEHICLES

4.10 Ensure vehicle is in a well ventilated space and away from sources of ignition.

4.11 Ensure keys are out of the vehicle ignition switch before opening the fuel cap.

4.12 Open and prepare the fuel canister by attaching the nozzle or arranging the funnel in the correct position.

4.13 When ready and prepared, fuel can be slowly poured into the vehicle's fuel receptacle from the fuel canister.

4.14 Continue filling until the required quantity of fuel has been transferred into the bladder

4.15 Wipe off any minor fuel spills from vehicle. For large spills, refer to the CSOPs for the location and application of the fuel spill kit.

WHEN COMPLETED

4.16 Return the fire extinguisher to its correct location, ensuring that the extinguisher is inverted prior to positioning in order to prevent the powder caking.

4.17 Return fuel canister and fuel mat to fuel storage locker.

4.18 Wash any skin exposed to fuel with warm soapy water.

Operations around Marine Mammals - NSOP

Section 3 – Powercraft Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To detail the requirements when operating powercraft near marine mammals.

Note: *Whales, dolphins and seals are protected species and regulations exist which prevent these mammals being disturbed by people in powercraft. Powercraft should not be closer than 50m to whales or dolphins and 20m to seals.*

2.0 SCOPE

This procedure applies to all powercraft operations.

3.0 REQUIREMENTS

Required PPE	Refer to the relevant Powercraft NSOP
Awards/Licenses	Relevant awards where applicable
Training	N/A
Other	N/A
Equipment	N/A

4.0 PROCEDURES

To report a marine mammal being harassed, severely injured or entangled, or a whale stranding, contact DOC immediately on **0800 DOC HOT (0800 362 468).**

4.1 When marine mammals are onshore:

a) Give seals and sea lions space and stay at least 20m away if you can

b) Avoid coming between fur seals and the sea

c) Keep dogs on a leash and well away

d) Do not drive vehicles closer than 50m of a marine mammal if you can

e) Never attempt to touch seals or sea lions – they can be aggressive and often carry diseases.

4.2 If you're travelling at sea near marine mammals:

a) Travel no faster than idle or 'no wake' speed within 300m
b) Make sure there are no more than three vessels within 300m, including any aircraft
c) Approach from a direction that is parallel and slightly to the rear of the animal
d) Do not circle the marine mammals, obstruct their path or cut through any groups
e) Idle slowly away.

4.3 When near whales, including orca and pilot whales:

a) Stay at least 50m away from any whale
b) Stay at least 200m away from any baleen or sperm whale mother and calf
c) Do not swim with whales
d) Do not approach whales from directly in front.

4.4 When near dolphins:

a) You may gradually increase speed to outdistance dolphins
b) Do not exceed 10 knots until more than 300m away
c) Do not swim with dolphin pods containing juveniles. Juveniles are half the size or smaller of an adult
d) Do not approach dolphins from directly in front.

4.5 When near seals:

a) Vessels need to stay at least 20m away from the water's edge where seals may be present
b) Swimmers need to stay at least 5m away from the water's edge.

4.6 When using drones:

a) Maintain a horizontal distance of greater than 150m when flying near any marine mammal
b) Make sure there are no more than three vessels within 300m, including any aircraft
c) Avoid flying or imposing a shadow directly over a marine mammal either at sea or onshore.

Safe stowage of equipment in an IRB - NSOP

Section 2 – Powercraft Operations

Effective Date – 01/10/2023

Review Date – 01/06/2024

Document Owner – National Lifesaving Manager

1.0 PURPOSE

To outline step by step how to safely load and carry equipment in the IRB.

2.0 SCOPE

If you are required to carry equipment in the IRB, the following procedures must be applied.

3.0 REQUIREMENTS

Required PPE	PFD/Lifejacket Helmet Knife
Awards/ Licenses	IRB Drivers Award IRB Crewperson Award
Training	N/A
Other	The **SLSNZ IRB Manual** is the key source of information on crewing and driver techniques
Equipment	N/A

4.0 PROCEDURES

4.1 Anchors and heavy objects must always be stowed securely at the back of the IRB against the transom. (IMPORTANT: Anchors, heavy objects and buoys must never be stored at the front of the IRB. This could cause serious injury or harm).

4.2 All equipment must be clear of the driver's feet and legs.

4.3 The weight of the equipment, driver and crew must not exceed the maximum permissible load for the IRB, i.e., 600kg.

4.4 All anchors must have a buoy attached to them during transportation in an IRB.

4.5 For deployment of buoys, all ropes must remain coiled, until the deployment of each individual buoy.

4.6 Only one buoy should be deployed at a time, meaning that only one rope should ever be uncoiled within an IRB.

4.7 Driving in surf with equipment, drivers should avoid breaking waves where possible when proceeding out to sea. All steps to minimise equipment movement in the IRB should be taken.

4.8 When returning to shore, select a wave and follow returning to shore procedure. The driver should watch carefully how the wave forms and breaks to judge whether the IRB is capable of holding position behind the wave, particularly with equipment aboard.

NSOP

Notifiable Incidents to Maritime NZ - NSOP

Section # 3– Powercraft Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Safety, Welfare & Risk Manager

1.0 PURPOSE

This NSOP identifies the processes which SLSNZ club and service providers must undertake following an 'incident' involving an IRB or RWC during any on-water operation.

2.0 SCOPE

All IRB & RWC Operations & training for Surf Life Saving

3.0 REQUIREMENTS

Required PPE	n/a
Awards/Licenses	n/a
Training	n/a
Other	n/a
Equipment	n/a

4.0 INTRODUCTION

Under section 31 of the Maritime Transport Act 1994, a master or skipper must report any accident, incident or serious harm injury to Maritime NZ. This applies to all New Zealand vessels.

In a surf lifesaving context this means that we must report any unplanned or uncontrolled incident that exposes a member or any other person to serious risk to that person's health or safety.

Notifiable incidents include incidents where someone's health or safety is threatened or seriously endangered. Notifiable incidents also include incidents resulting in minor (not notifiable) injuries but had the potential to cause serious injury i.e. near misses.

Under section 2 of the Maritime Transport Act 1994, the following examples apply:

- An RWC/IRB has foundered, capsized, been abandoned, stranded, been in a collision, or has had a major fire on board
- A person is lost overboard from an RWC or IRB.

If an incident is notified to Maritime New Zealand (MNZ), SLSNZ must also be notified. Refer to Appendix 1 - SLSNZ '*INCIDENT & INJURY NOTIFICATION FLOW CHART'*, which must be followed

whenever an IRB or RWC incident occurs.

5.0 PROCEDURES

When should an incident be reported?

5.1 An incident should be reported "as soon as practicable". This means as soon as you are able to do so after you have safely secured the people, the IRB/RWC and when you have reasonable access to communication.

5.2 Incidents must be reported within 24 hours of the incident.

5.3 For incidents involving serious harm and/or a fatality, immediate notification to SLSNZ and MNZ is required.

5.4 The scene of any serious/fatal incident must be secured wherever practicable, including the craft, until MNZ approves the release of the craft and the scene.

Notifying SLSNZ

5.5 Report the incident to either your SLSNZ Regional Lifesaving Manager or SLSNZ Safety, Welfare and Risk Manager. This is to ensure SLSNZ is aware of all notifiable incidents.

Notifying Maritime NZ

5.6 Notifying MNZ can be done through the following methods

5.6.1 SLSNZ's Site Docs – Vessel Incident Notification Form

5.6.2 Maritime NZ website: https://services.maritimenz.govt.nz/incident/

5.6.3 Via phone: Maritime NZ – 0508225522

What is done with the information from an accident report?

Sometimes people are concerned that reporting an accident or incident to MNZ will result in prosecution. In exceptional circumstances, MNZ may use submitted information to support their investigation and/or actions. However, this is very rarely the case.

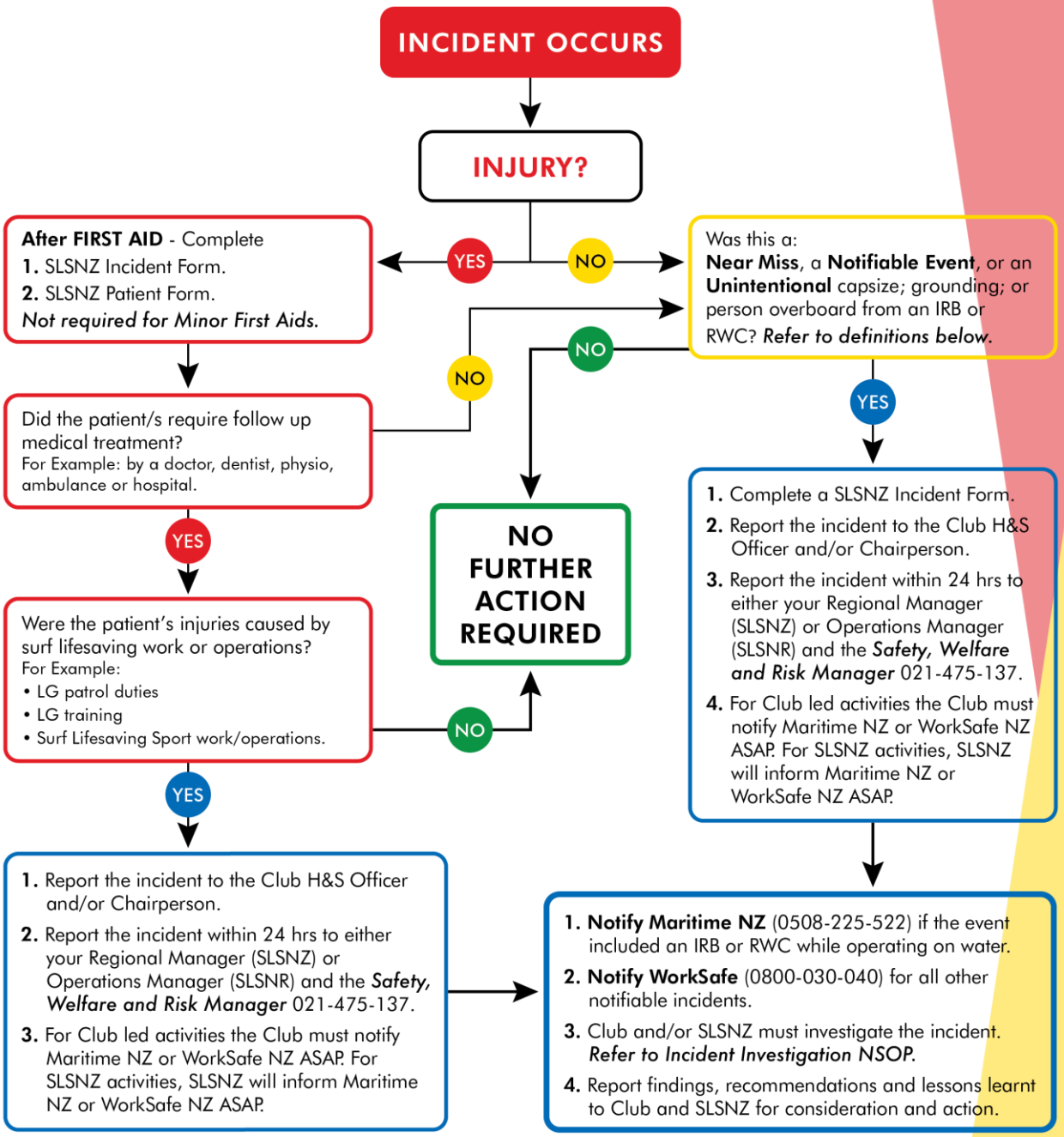
The real value of the accident reporting process and the resulting analysis is the development of more effective safety strategies, advice and procedures for skippers to avoid similar events in the future.

However, failure to report a notifiable incident is an offence and carries the risk of prosecution. If in doubt, report the incident to SLSNZ and MNZ, as soon as practicable.

SURF LIFE SAVING NEW ZEALAND

APPENDIX 1

SLSNZ INCIDENT & INJURY NOTIFICATION FLOW CHART



DEFINITIONS

Near miss - an unplanned or uncontrolled event that does not result in harm, but in slightly different circumstances may have resulted in harm.

Notifiable Events includes:

- **Notifiable Death** – when a person has been killed as a result of work.
- **Notifiable Incident** – when a persons health and safety is seriously threatened or endangered as a result of a work situation, including volunteers, i.e. if someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident.
- **Notifiable Injury** - an injury that requires medical attention e.g. doctor, dentist, physio, ambulance, hospital, etc.

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SECTION 5

INFORMATION COMMUNICATION & TECHNOLOGY

SURF LIFE SAVING®
NEW ZEALAND

Logs and Reporting - NSOP

Section 3 - Information, Communication, and Technology

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To inform SLSNZ clubs and services of the reports/logs for Patrol, Powercraft, First Aid and Incidents that must be completed during SLSNZ activities.

2.0 SCOPE

All operational levels within SLSNZ.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 Introduction

4.1 To be able to use the Surf Patrol App you must have an authorised login in.

a) Download and open the app

b) Tap on "register a new account"

c) Enter the required information

d) Tap register.

e) SurfCom approve users. To ensure you have access to the app, please complete this registration well before you require use of the App.

f) If you have any issues call SurfCom on (0800 Save Life)

5.0 PROCEDURES

5.1 Patrol Captain's Report

The Patrol Captain's Report (via PC form/Surf Patrol App) must be completed for every

a) Voluntary patrol
b) Paid Lifeguard patrol
c) SAR Callout
d) Event safety or
e) Other events where patrol members hours are to be recorded.

5.2 All data should be recorded as per the Data Collection on Patrol NSOP.

5.3 IRB/RWC Logbook

The IRB or RWC logbook must be completed every time an IRB or RWC is setup/packed down for operations.

5.4 Record all requested information such as;

a) The hull being used
b) The engine number being used
c) The names of the crew and operators
d) The hours which the craft was used for
e) Tick the setup and pack down list as required
f) Any issues or breakages with the equipment

5.14 The logbook should be stored in the IRB shed or Patrol Tower and be accessible to patrol members.

5.15 If there are any notes or concerns – ensure that the power craft officer is informed as soon as practicable.

Lost Property (Public) - NSOP

Section 5 – Information, Communication, Technology

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the steps to take when lost property is found/handed in.

2.0 SCOPE

This procedure applies to all SLSNZ staff and volunteers.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 PROCEDURES

4.1 Confirm that the owner of the property is not in the immediate vicinity.

4.2 Check the item for ownership information (such as ID in a wallet, name on clothing, engraving on jewellery).

4.3 Record the item into a 'Lost Property Register' with the following information:

a) Item name and description

b) Date/time handed in

c) Location the item was found (either by the lifeguard or member of public)

d) Name, address, phone number of the person who handed the item in

4.4 Lock the item away in a secure manner.

4.5 If the item is valuable, such as jewellery, watch, cell phone, wallet/purse, or money, the

NZ Police must be contacted and they will arrange pick up of the valuables.

4.6 Items which are not deemed to be 'valuable' are to be kept in a secure manner. At some stage during the patrol contact the NZ Police via 105 number and seek advice on what to do with the items.

4.7 If a member of the public reports a lost valuable item, record their details into the Lost Property Register and include:

a) Item name and description
b) Date/time the item was lost
c) Location the item was lost or last seen
d) Name, address, phone number of the person who has lost the item

4.8 If a member of the public wishes to claim an item of lost property that has been handed in, collect the following information and record into the Lost Property Register:

a) Name (obtain identification if possible)
b) Address
c) Telephone number

4.9 It is important that the person claiming the items can give an accurate description of the items involved. If you are unsure about the authenticity of the person claiming the items, refer it to the NZ Police.

Example of Lost Property Register

Item Name and Description	Date and Time item was lost or found	Location item was lost or found	Name, address and phone number	Identification signed (lifeguard to sign)

Data Collection on Patrol - NSOP

Section # 6 – Information, Communication & Technology

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To inform SLSNZ clubs and services of the important of collecting data with a consistent & methodical approach.

2.0 SCOPE

All SLSNZ patrolling activities.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	Surf Lifeguard Award Patrol Support Award
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

Collecting data on patrol must follow some simple guidelines. Data collection is the process of gathering and measuring information on variables of interest, in an established systematic fashion that enables one to answer stated research questions, test hypotheses, and evaluate outcomes. The goal for all data collection is to capture quality evidence that allows analysis to lead to the formulation of convincing and credible answers to the questions that have been posed.

5.0 PROCEDURES

Not all beaches are the same, so having a set guideline of 500m on each side of the flagged area is preferable.

Headcounts on Beaches & In Water

5.1 The Patrol Captains & each club/service should be using the same methodology every time they do a head count (both for in the water and on the beach)

5.1.1 I.e. a club with a beach that is 1km long may decide that they will include all people on the beach & in water in their headcount, as long as it is done consistently.

5.1.2 A club with a beach that is 5km long may need to decide on permanent landmarks that will act as the boundary & counts will only include all people within that boundary on the beach & in the water, as long as it is done consistently this is fine.

5.1.3 Capable Surfers (able to rescue themselves or others) should not be included in the in-water headcounts

Timing of head counts

5.2 The timing of head counts should be every hour, including at the start of patrol and at the end of the patrol.

Media Guidelines - NSOP

Section # 5 – Communications and Information technology

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: Marketing and Communications Manager

1.0 PURPOSE

The purpose of this document is to provide some guidelines and tips for dealing with media to ensure all opportunities are maximised and any risk is minimised.

Media refers to all print, television, radio, and online media (including blogs).

2.0 SCOPE

All SLSNZ operations

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

Any stories of national or regional significance need to come through SLSNZ to appoint the appropriate spokesperson with specialist knowledge. This approach is consistent across all four regions.

Surf Life Saving clubs can undertake media opportunities in relation to their own club, however, please keep SLSNZ in the loop so we can offer support if needed and we are aware of what's being covered around the country.

In a multi-agency operation, Surf Life Saving can comment but it must be restricted to the role played by surf lifeguards. Any details about the incident itself, activities carried out by other organisations, and details of the patient should be left to Police.

5.0 PROCEDURES

5.1 Guidelines for clubs:

- Ensure any comment you make in relation to your club and operational activities is appropriate to the position you hold. If you're approached by media on a topic where you're not the club's appointed spokesperson, advise the journalist that someone will get back to them as soon as possible and take their key details i.e., name, publication, nature of story and information required.
- Don't make assumptions or comments about what you think might be the case at other clubs or beaches.
- Any comment should be from the perspective of your club and not attached to personal views/opinions.
- Be very clear and precise with your comments and don't give any opportunity to be misquoted.
- Be aware that anything you post on your club's social media pages can be picked up, used, and quoted by media across national and local media, so always be mindful of what you are writing.
- Surf lifeguards should wear their red and yellow uniform for all photography/filming/interview requirements. Alternatively, a club polo or tidy attire should be worn.
- Recording contact details from a patient is important to maximise media and PR opportunities. Wherever possible, try to collect this information on the incident report form at the conclusion of a rescue.

5.2 In a major incident:

- If media are on the beach and in the way, politely advise them there is a rescue in progress and the area needs to be kept clear.
- Call your Regional Manager who can then advise the SLSNZ Media and Communications Manager as soon as the incident has been dealt with.
- Encourage media to get in touch with the SLSNZ Media and Communications Manager who will be able to assist.

6.0 HELPFUL TIPS

- If journalists ask you a question you're unsure about, don't be afraid to make a note of it and tell them you'll come back to them with the answer. It's better than guessing.
- Always stick to the facts and explain what happened.

6.1 Useful media phrases during emergencies:

- I can confirm that surf lifeguards have been called to assist and a rescue crew has (or is about to be) dispatched. But we have no other detail for media at this stage.

- We've been asked to refer all media calls to Police, unfortunately I'm unable to make any comment.

- (For photographers) I'm going to have to ask you to remain right here please. We have an operation underway right now, and beyond this area is a no-go zone.

6.2 Useful media phrases during a serious incident:

- Give me a couple of minutes please – I need to debrief with my colleagues. But I'll be back to talk to you as soon as I can.

- I can give you some brief details, but I'm only authorised to talk about Surf Life Saving's role in today's rescue.

- I'm afraid I'm not authorised to talk to the media yet. Give me a contact number and I'll make sure someone gets in touch as soon as possible.

6.3 Sidestepping sensitive questions:

- I need to stop you because these questions should be directed to our national office. I'll have to refer you to our Media and Communications Manager.

- That's a matter you need to ask the Police.

- I'm not authorised to comment on this, I'll have to refer you to our Media and Communications Manager.

6.4 Dealing with tragedy:

- What happened here today is an absolute tragedy for the friends and family of this person.

- It's not for me to say how or why this tragedy occurred, but I can tell you that someone has lost a family member or friend and that's going to be devastating for them and all those involved.

- That's a private matter for the family. It would not be appropriate for me to comment on how they reacted to today's tragedy.

6.5 At the completion of a rescue:

- I'm particularly proud of the way our surf lifeguards performed today.

- This successful rescue is an outstanding example of the professionalism and commitment of volunteer surf lifeguards.

- New Zealanders should be very proud of their volunteer surf lifeguards. These people put their own needs to the side to rescue people.

Media Policy Process – Internal Guideline

All media enquiries about critical incidents or fatalities should go to the SLSNZ Media & Communications Manager

Unsure of what the nature of the media enquiry is? Or whether it's a national, regional or club matter? Need advice? Contact the Media & Communications Manager or your Regional Manager

Media & Communications Manager: Alex O'Hara - media@surflifesaving.org.nz

For further information, please contact:

Alex O'Hara
Media & Communications Manager
M: 021779292
E: media@surflifesaving.org.nz

Appendix: 2022/2023 Patrol Statistics

Despite challenging conditions around the country, there were zero reported drownings between the flags during the 2022/2023 season. Hot weather in the South Island attracted big crowds, while large swells battered the North Island. The dedication and hard work of volunteer surf lifeguards paid off as they helped to keep their communities safe.

- **Surf Lifeguards**
  4,396
- **Surf Life Saving Clubs**
  74
- **Patrol Sites**
  80+
- **Patrol Hours**
  225,766

Our Surf Lifeguards Completed

- **Assists to safety**
  1,524
- **Preventative actions**
  30,954
- **Searches at Aotearoa beaches**
  249
- **First aid treatments**
  1,777
- **Lives Saved**
  1,499

Every person who dies on our coastline is someone with a whānau and a community who loves them and misses them. That's why it's important to swim between the flags!

SECTION 6

EMERGENCY OPERATIONS

SURF LIFE SAVING®
NEW ZEALAND

Critical Incident Response Procedure - NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the critical incident response procedures that may take place after SLSNZ members are involved in a 'critical incident' during a surf lifesaving activity. In any critical incident response, the support and wellbeing of members is the priority.

2.0 SCOPE

The critical incident process is available to all SLSNZ members involved in a 'critical incident' during a surf lifesaving activity. Wellbeing support can be provided for incidents occurring outside of Surf Life Saving operations where surf lifesaving skills have been used off duty.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	Peer supporters will undergo Peer Support training
Other	N/A
Equipment	SLSNZ Peer Support Handbook

4.0 INTRODUCTION

What is a critical incident?

A critical incident is an incident that is traumatic in nature or causes stress beyond normal operational duties. Examples of critical incidents include:

- Death or body recovery
- CPR
- Attempted suicide
- Life-threatening medical event
- Assault or threatening behaviour to members
- Patrol member in danger or major member injury
- Or when requested

What is a Critical Incident Debrief?

NSOP

A Critical Incident Debrief consists of a combined Operational and Wellbeing Debrief. The goal of the debrief is to understand and record what happened and ensure that member wellbeing is checked and resources are provided. The Wellbeing Debrief is the priority.

A Critical Incident Debrief has three main steps:

1. Operational and Wellbeing debrief.
2. Names and details recorded
3. Details sent to Benestar for Well-Checks to occur at 48 hours and two weeks (with permission) *see 6.0.*

In instances where time is limited, such as in the early evening, it is appropriate to conduct a Wellbeing Debrief and undertake an Operational Debrief at a later time.

5.0 PROCEDURES

Critical Incident Procedure

5.1 Determine if support is required.
5.2 Call 0800 SAVE LIFE to activate local Peer Support network (applies to all Regions).
5.3 State location and give brief details of incident.
5.4 SurfCom will activate peer supporters by text.
5.5 Peer supporters should reply to the SurfCom text with their availability.
5.6 Once 2-3 peer supporters have confirmed their response, additional peer supporters will be stood down by SurfCom.
5.7 The debrief should include all those who were directly involved in the incident operations and should be undertaken in a private place.
5.8 The operational part of the debrief is led by a SLSNZ staff member, Duty Officer or senior lifeguard.
5.9 The wellbeing part of the debrief is usually led by a designated peer supporter.

6.0 Conducting a Critical Incident Debrief

6.1 The person leading the Operational Debrief should:

- Introduce themselves as the debrief lead and their position within the organisation
- Gain an understanding of and take notes on what happened
- Document who was involved and what their roles were
- Identify any learnings (avoid any blame and keep this part brief)
- Provide an opportunity for members to ask questions
- Introduce a peer supporter to take the Wellbeing Debrief (or delegated person)

6.2 The person taking the Wellbeing Debrief (usually a Peer Supporter) should:

- Acknowledge the significance and impact of the incident
- Normalise the common stress reactions
- Highlight the support available (Benestar, Peer Support and SLSNZ website)
- Explain the Well-Check process and promote as normal process
- Get permission of group to pass on names and numbers to Benestar
- Contact Benestar to start Well-Check process (with permission) – see 6.3

6.3 Activating the Well-Check Follow-Up procedure

This step is usually completed by a peer supporter.
Well-Checks are phone follow-ups from a counsellor within 48 hours and at two weeks.

6.3.1 **Step 1.** Gain permission of all involved to share details with Benestar for telephone follow-ups. Promote Well-Checks as the normal SLSNZ process.

Step 2. Email Benestar and SLSNZ
Include the names and numbers of those involved and a brief description of the incident. Identify which members are under 18 (to assist the counsellor).

- counsellingsupportnz@benestar.com
- member.wellbeing@surflifesaving.org.nz

Re: Request for post critical incident wellbeing checks

The following Surf Lifesaving members have confirmed they require telephone wellbeing checks within 48 hours and at the two-week mark.

Incident details:

- *Name and number*
- *Name and number*

Step 3. Call Benestar on 0800 360 364.

- Introduce yourself and state there has been a SLS critical incident
- Tell them that you have emailed them the names of those directly involved
- Tell them that the names on the list will require critical incident wellbeing checks within 48 hours and at the two-week mark.
- Tell them that this is part of the Xero Assistance Program ("ZAP")

Peer supporters should continue follow up with members as they deem necessary.

If you require support setting up Well-Checks after an incident, email member.wellbeing@lifesaving.org.nz

Missing Person(s) - NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the recommended guidelines in the event of the missing person(s) while surf lifeguards are on duty.

2.0 SCOPE

All patrols and services

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 Introduction

Search and Rescue operations should only be carried out if the patrol has the confidence and training to deal with the situation. If in any doubt, the after-hours callout squad and/or the NZ Police should be contacted promptly (depending on the type of search). Before conducting a search, the patrol must ensure the safety of patrons in the patrolled area. There are three types of searches Surf Lifeguards are often called on to carry out:

Lost Person: Where a family member, friend, guardian, or external agency (Police, Coastguard) approaches the lifeguard/patrol and reports a person missing (either 'on land' or 'in-water').

Found Person: Where the patrol either a) is approached by a member of the public who has lost their group/parent/guardian; b) comes across someone who appears distressed and lost; or c) when a member of the public finds the child/person and hands them over to a patrol member. Missing Vessel: Where lifeguards are asked (by a member of the public or an external agency) to assist with the search of a marine vessel identified as missing.

It is not recommended to carry out night time activities unless trained in Night Operation Procedures.

5.0 PROCEDURES

The surf lifeguard/patrol member should initially follow the following escalating procedure for a lost or found person:

ACTION	SUGGESTED TIMEFRAME
• Critical information gathering	0 – 2 Minutes
• Preliminary observation/scan • Secondary information gathering	2 – 5 minutes
• Initial Search	5 – 10 Minutes
• Activate EMS (Police) • Coordinated Search by Patrol Captain until external agency arrives and takes command	10 minutes

6.0 Information gathering:

Critical information you need to obtain from the informant about the missing person/vessel:

- Name(s)/nicknames or name of vessel
- Last known point (where was the person/vessel last seen?)
- General description (e.g., height, weight, hair colour) or vessel description.

Secondary information you need to obtain and pass on to members of the patrol team/Police:

- What they were wearing last (clothing, togs, etc.)
- Last time they were seen and by whom
- Does the missing person have any known medical problems (Diabetes, Epilepsy etc.)?
- Swimming ability (experienced, good, average, poor)
- Does the missing person have any floatation equipment with them (boogie board, etc.)?
- How well do they know the area?
- Where has the informant already looked?
- Contact details of the informant (name, address, phone number, date of birth)
- For a missing vessel, ask what the intended travel route was

Please remember to keep the informant with a member of the patrol at all times. Police will want to speak with the informant if the missing person has not been found before the Police arrive.

Many missing persons are found quickly (especially children) in nearby areas and can be located promptly by conducting a 'likely point' search. This can be conducted promptly. As each area has been cleared, the 'likely point' search team should report to the Patrol Captain.

Direct the family and friends, available lifeguards and bystanders if necessary to check:

- The missing person's home
- Changing rooms
- Playground (if a child)
- Picnic areas
- Shop/kiosk
- Car park/missing person's vehicle

Formulate a Search Plan (an example is provided below).
<u>Always</u> ensure the safety of the patrolled area before allocating patrol resources (lifeguards and equipment) to a search.

Search Team	Search area	Hazards	Team Members	Search Type	Call Sign	Search Commenced
Alpha	Track to Waimama Bay	Rough terrain Wear boots	Sally Nigel Nathan Dylan	Track search + 2m either side	Whiritoa Alpha	1000
Bravo	Coastline from lagoon to Waimama Bay	Large surf and rocks	Mike Danny	Shoreline sweep and scan in IRB	Whiritoa Inflatable	1005
Charlie	Carpark, kiosk, playground	Traffic	Richard Samantha	Walk around areas and search	Whiritoa Charlie	1005
Delta	Missing Person's home	Traffic	Haydn Tasha	Drive to person's home. Keep eye to/from in case missing person in transit	Whiritoa Delta.	1010

Shark Sighting - NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

This procedure outlines the actions that shall be taken when a shark sighting occurs.

2.0 SCOPE

This procedure covers all SLS operations and activities.

Note – SLS operations includes surf sport, lifeguard training, beach education, etc.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 PROCEDURES

4.1 If a member of the public advises they have seen a shark:

4.1.1 At or near to a patrolled beach, the Patrol Captain must assess the legitimacy of the sighting and the severity of the risk. If the validity is high, proceed as follows below.

Note - A confirmed shark sighting is when it has been sighted with certainty directly by a lifeguard or patrol support and/or another competent and/or reliable source,

If a patrol member spots a shark:

4.1.2 Inform the patrol captain and then other patrol members that there has been a possible sighting and to keep an eye out for further sightings.

4.1.3 Gather as much information about the sighting as possible including:

i. Species (if known)

ii. Length (approx.)

iii. Number of animals
iv. Distance from shore
v. Direction of travel (if known)
vi. Establish whether water users in close proximity to the shark's location have been advised or not.

4.1.4 If the shark sighting is within 500m of the flag patrol, request all swimmers leave the water as soon as practicable without unnecessarily alarming them.

4.1.5 Close the Flagged Area and place appropriate shark signage if available, and advise the public and beach users to remain clear of the water.

4.1.6 Begin a scan of the water from an elevated position to observe the shark, starting from the last known location and extending to 500m either side of the Flagged Area where practicable.

4.1.7 Inform neighbouring Clubs, beaches and Surfcom where relevant.

4.1.8 Do NOT in any circumstance attempt to capture, kill or injure the shark.

4.1.9 Do NOT in any circumstance attempt to chase or drive the shark away using an IRB or other craft, unless there is imminent risk of harm to water users.

4.1.10 The decision to reopen the Flagged Area to the public is at the discretion of the Patrol Captain. It is recommended that the Flagged Area stays closed for a minimum of 30 minutes after the last sighting, once thorough observations have been completed from an elevated location.

4.1.11 Once it has been determined that the Flagged Area is safe to reopen, then normal patrol operating procedures should be re-established under the direction of the Patrol Captain.

4.2 Actions in event of shark incident/bite

4.2.1 In the event of an apparent shark incident/bite, the following procedure should be undertaken:

4.2.2 Recover the patient and immediately stop any bleeding. Treat as per normal procedures once bleeding attended to

4.2.3 Call 111 or radio SurfCom to inform them of the incident

4.2.4 Close the beach immediately as per above

4.2.5 Contact the Regional Duty Officer who will advise National Duty Officer

4.2.6 National Duty Officer to advise Department of Conservation

4.2.7 Consider closing patrolled areas at adjacent beaches

4.2.8 Record as much detail regarding the incident as possible (including descriptions of the shark or sharks)

4.2.9 Implement critical incident debriefing/peer support process

4.3 Re-opening patrolled areas after a shark attack

4.3.1 The decision to re-open patrolled areas after a shark attack should be a decision made by the joint working group. This group comprises Department of Conservation, SLSNZ, Local Council, local iwi, hapu or whānau.

4.3.2 It is strongly recommended that the beach where the attack occurred should remain closed for at least 24 hours following an incident.

4.3.3 When deciding to re-open patrolled areas, a risk management approach needs to be undertaken and all risk factors (as outlined above) need to be reviewed. If risk factors remain high, beaches should remain closed and a Media 'Beach Safety Warning' issued.

4.3.4 Signage should remain in place (as best able) until such time beaches are re-opened.

4.3.5 Prior to re-opening patrolled areas, it is strongly recommended that a thorough search of the beach is made through the use of powercraft and aircraft to confirm that there are no further sightings of sharks in the area.

Helicopter Safety and Landing Zone NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To outline the procedure for lifesaving services to secure a helicopter landing zone.

2.0 SCOPE

This procedure applies to all operational services. For detailed local responses, refer to CSOPs.

3.0 REQUIREMENTS

Required PPE	
Awards/Licenses	Nil
Training	Training in helicopter safety and landing zones (LZ) is taught at the National Lifeguard School. All surf lifeguards tasked with setting up and supervising the LZ need to be thoroughly briefed.
Other	All Surf Lifeguards should be in lifeguard uniform.
Equipment	Helicopter Landing Kit

4.0 PROCEDURES

All lifesaving personnel shall be aware of helicopter safety. The pilot will have a final and ultimate decision on whether and where to land.

ESTABLISHING A LANDING ZONE

4.1 Nominate a suitable lifesaver/lifeguard to manage the Landing Zone.

4.2 Locate a flat area of land 40m by 40m (at least).

4.3 Clear area of all people/animals.

4.4 Remove all loose objects (umbrellas, surfboards, tents, etc.).

4.5 Ensure all access points to the LZ are manned by lifesavers (preventing public access), facing outward to view hazards.

4.6 Establish radio contact with the helicopter on Surf Channel 1 prior to landing.

4.7 Be aware of debris as the helicopter lands or takes off.

4.8 The helicopter will land and take off into the wind (in most instances).

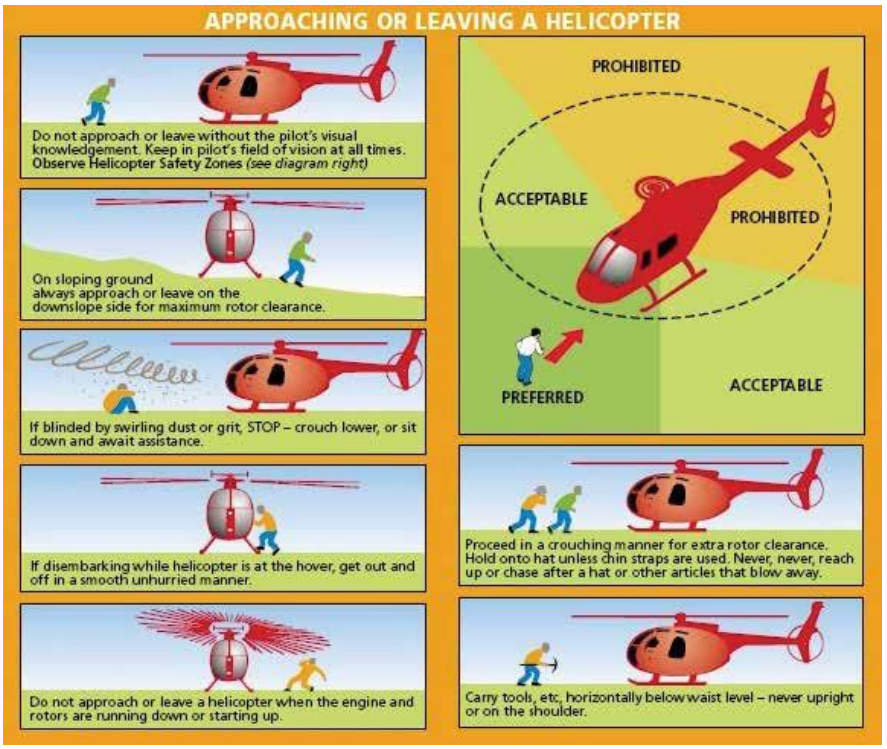
APPROACHING A HELICOPTER

4.9 Only approach & depart the helicopter if essential and accompanied by a helicopter crewman or only once given 'thumbs up' by the pilot or crewman.

4.10 Always approach/depart from the front (between 10-2 o'clock).

4.11 Sloping ground may expose you to rotor blades. Be cautious on sloping ground.

4.12 If blinded by dust, stop and sit down.



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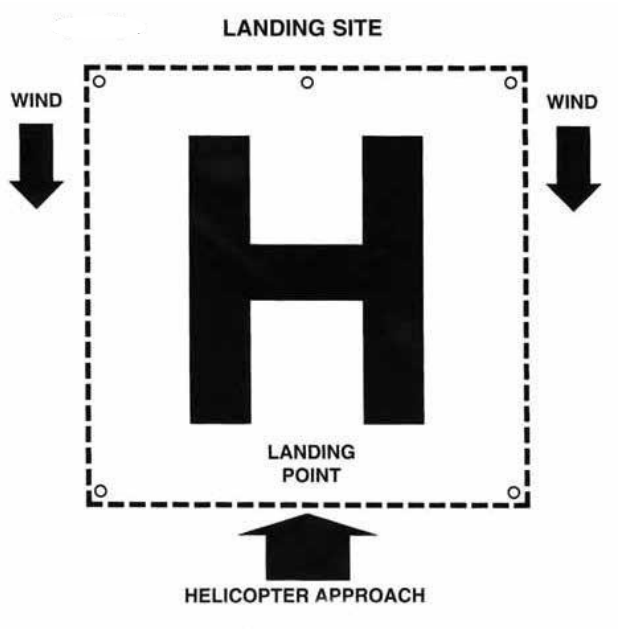
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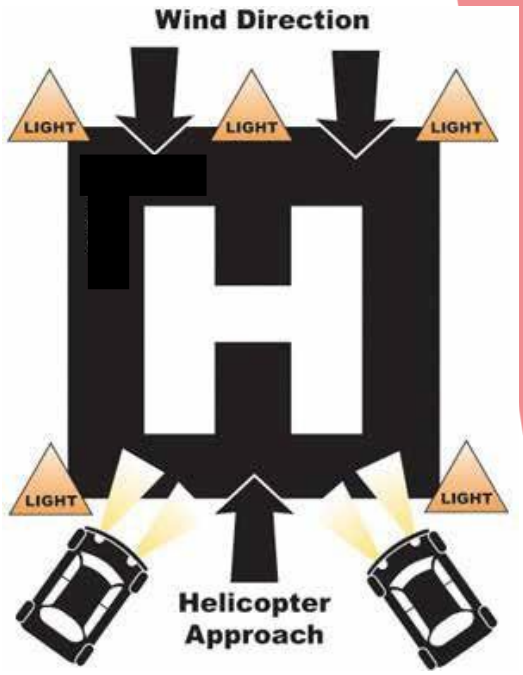
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Approach

Earthquake Preparation and Response - NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

The purpose of this procedure is to enable clubs and regional offices to be prepared in the event of an earthquake.

2.0 SCOPE

This procedure applies to all SLSNZ clubs and regional offices.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	Staff earthquake induction required upon commencement of service. Staff awareness of the Tsunami Evacuation Plan
Equipment	N/A

4.0 PROCEDURES

Before an earthquake

4.1 Identify the hazards/risks you may have in the event of an earthquake; be sure to consider:

a) Who could be present - if applicable include vulnerable people (young person(s), elderly, mentally/physically disabled and pregnant people)

b) Access to coverage during an earthquake

c) Debris or falling objects (likely to obstruct the evacuation route, or injure someone)

d) Flammable substances

4.2 Create an Earthquake Response Plan which includes:

a) Assembly point

b) Roll call method

Note - An effective roll call should include who was known to be in attendance prior to an earthquake.

c) Contact information for staff/members, including their emergency contacts

d) Contact information of insurance providers

e) Alternative arrangements if you are unable to access your premises, files, etc.

4.3 Ensure all members and staff are aware and have access to the Earthquake Response Plan.

4.4 Conduct an annual earthquake drill with members/staff.

4.5 Consult with members/staff about the risks they think are most relevant to SLS operations.

4.6 Keep a record of annual earthquake drills, record any learnings from the drills and implement them into your response plan.

During an earthquake

4.7 Drop to the ground, find cover under a desk/table, and hold until the shaking stops.

After an earthquake

4.8 Check yourself for injuries and get first aid if necessary.

4.9 Evacuate to the designated assembly point if it is safe to do so.

4.10 Conduct a role call to account for who is present and who is missing.

4.11 Refer to Earthquake Response Plan.

Tsunami Preparation and Response - NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

The purpose of this procedure is to provide details for the preparation and response to local, regional and distant tsunami, in order to minimise the potential of harm to people and also minimise the potential loss of rescue assets and other property. These procedures apply during SLS operations and also outside of SLS operations.

2.0 SCOPE

This procedure applies to all operational services. For detailed local responses, refer to CSOPs.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	Tsunami Induction
Equipment	N/A

4.0 INTRODUCTION

There are three tsunami categories – Local, Regional and Distant. The response to each of these varies due to the proximity and available response time and the potential risk of harm.

Local tsunami may only provide a few minutes warning before inundation, as they are generated very close to New Zealand shores.

Regional tsunami may provide one to three hours warning of a potential tsunami, as they are generated well offshore.

Distant tsunami is likely to provide more than three hours of warning, as they are generated from around the Pacific Rim.

IF LONG AND STRONG GET GONE

The National Emergency Management Agency is responsible for issuing tsunami warnings, which are published on www.civildefence.govt.nz and Twitter @NZCivilDefence. Tsunami warnings will also be broadcast on radio and television.

5.0 PROCEDURES

Before a Tsunami

5.1 SLSNZ Regional Offices and Clubs should develop a Tsunami Response Plan. Be sure to include:

a) Who could be present – consider a plan for vulnerable people (young persons(s), elderly, mentally/physically impaired and pregnant people)

b) Assembly high ground points - a variety of high ground areas that can be accessed from the usual working locations of staff/members; these might differ depending on tsunami categories.

c) Access to contact information for staff/members, including their emergency contacts.

d) Response procedures for Local, Regional and Distant tsunamis

e) The types of tsunami warnings (natural, official, unofficial/informal warnings)

f) A plan for communicating identified Tsunami Response procedures to all existing workers, new workers, and visitors on the premises.

5.2 Ensure all members and staff are aware of and have access to the Tsunami Response Plan.

Tsunami Response (During a Tsunami)

5.3 SLSNZ Regional Offices and Clubs are to follow the appropriate Tsunami Response procedures.

Local tsunami procedures

Wherever practicable, the following procedures should be immediately applied when there are either natural signs or an official warning that a local tsunami is imminent. Natural signs may include sudden loss or inundation of water, or a long and strong earthquake. Warnings may include local sirens, mobile phone alerts to capable phones, radio, and social media alerts. However, National Emergency Management Agency via the Civil Defence alerts are the official single point of truth for all tsunami alerts and/or warnings.

a) Inform other SLS staff/members by the quickest means possible

b) If on patrol, immediately close the patrol area

c) Advise the public to immediately evacuate and move to the nearest high ground or as far inland as possible

d) All staff/patrol members should don PFDs if inundation is imminent

e) All members and staff are to evacuate to high ground or as far inland as practicable

Note - Predetermined high ground locations should be made available in the Club Tsunami Response Plan/CSOPs.

f) Listen to local radio stations for Civil Defence's official advice

g) Do not return to any hazardous areas, or the shore, until Civil Defence have provide an all-clear message.

Regional tsunami response

If you have received an unofficial warning from colleagues, friends, or members of the public, verify the warning only if you can do so quickly. However, trust any emergency management official's tsunami warning over an unofficial warning. Official tsunami warnings are disseminated by national media, local authorities and other key response agencies. Your local council may also issue warnings through local media, sirens and other local arrangements.

a) If practicable, inform other SLS staff/members by the quickest means possible
b) If on patrol, immediately close the patrol area
c) Inform beach users or members of the public of the warning and advise them to evacuate and move to high ground, or as far inland as possible
d) All members and staff are to evacuate to high ground, to a predetermined location/s if practicable

Note – Predetermined high-ground locations should be made available in the Club Tsunami Response Plan/CSOPs

e) Only consider collecting rescue assets if there is a certainty that time permits. Store these in a secure location on high ground
f) Listen to local radio stations for emergency management officials' advice
g) Do not return to any hazardous areas or the shore until an official all-clear message is given by emergency management officials.

Distant tsunami response

Follow distant tsunami response procedures if there has been an official warning.

a) Close the patrol area if a tsunami is expected during the patrol period
b) Inform beach users or members of the public of the warning, and advise them to evacuate and move to high ground or as far inland as possible
c) Only consider collecting assets essential for post-tsunami rescue if there is a certainty that time permits. Store these in a secure location on high ground. Refer to Club Tsunami Response Plan/CSOPs

Note – Predetermined high-ground locations should be made available in the Club Tsunami Response Plan/CSOPs

d) All members and staff are to evacuate to high ground, to a predetermined location/s, if practicable
e) Do not return to any hazardous areas, or the shore until an official all-clear message is given by Civil-Defence.

After a Tsunami

5.4 Continue to listen to the radio for emergency management officials' notifications.

5.5 Do not return to evacuation zones until authorities have given the all-clear, and/or the NZ Police or other relevant authority requests the assistance of SLSNZ staff/ members.

Note – Only staff/members who are competent to operate in flood inundation zones should assist the authorities, and only where it is safe and practicable to do so.

Fire Preparation and Response - NSOP

Section 6 – Emergency Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

The purpose of this procedure is to enable clubs and regional offices to be prepared in the event of a fire.

2.0 SCOPE

This procedure applies to all SLSNZ clubs and regional offices.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	Annual Fire Drill
Other	N/A
Equipment	Regularly serviced fire extinguishers

4.0 PROCEDURES

Preparing for a fire

4.1 Develop and/or review your fire evacuation procedures which should include, but are not limited to:

a) What to do in the event of a fire

b) Assembly point

c) Staff/members' responsibilities

d) Consideration of vulnerable people (young person(s), elderly, mentally/physically disabled and pregnant people)

e) Roll call method

Note- An effective roll call should include who was known to be in attendance

prior to the fire.

f) Contact information for staff/members, including their emergency contacts

g) Contact information of insurance providers

h) Alternative arrangements if you are unable to access your premises, files, etc.

4.2 Check fire evacuation signage regularly to make sure they are still effective. If they are not, ensure there is appropriate signage and it is visible to building users.

4.3 Ensure stairwells, passageways and exits from your building are free from obstacles and unlocked in case they are required in an emergency.

4.4 Ensure all members and staff are aware of and have access to the fire evacuation procedures.

4.5 Conduct an annual fire drill with members/staff.

4.6 Consult with members/staff about the risks they think are most relevant to SLS operations.

4.7 Keep a record of annual fire drills, record any learnings from the drills and implement them into your evacuation plan.

During a fire

4.8 If it is safe to do so, fight the fire using the appropriate extinguisher.

4.9 DO NOT continue to fight a fire if:

a) It is dangerous to do so

b) The fire continues to grow despite your efforts

c) There are gas cylinders or other flammable substances threatened by the fire.

4.10 If you must withdraw from a fire, close doors behind you whenever possible to confine the fire.

4.11 Leave the building immediately via the nearest exit.

4.12 Call 111 and advise the location of the fire and also whether ambulance attendance is required.

4.13 Go to the evacuation assembly area.

4.14 Conduct a role call to account for who is present.

4.15 Do not return to the building until the all clear is given by the Fire Service.

SECTION 7

FIRST AID OPERATIONS

SURF LIFE SAVING®
NEW ZEALAND

Methoxyflurane - NSOP

Section 7 - First Aid Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To provide the process for clubs and services to order Methoxyflurane & how suitably qualified Lifeguards can apply to receive authorisation to administer Methoxyflurane from the SLSNZ Medical Director.

2.0 Related Documents

SLSNZ Policy – Methoxyflurane: outlines the storage requirements for clubs/services and who can administer Methoxyflurane.

SLSNZ Standing Order Protocol for the Use of Methoxyflurane: The legal authorisation for the use of methoxyflurane by Surf Lifeguards.

3.0 SCOPE

All Surf Lifesaving clubs and services.

4.0 REQUIREMENTS

Required PPE	Medical gloves
Awards/Licenses	A club/service must be approved to hold Methoxyflurane by SLSNZ. Individuals must hold a current Pain Relief module and have a current letter of approval giving them the authority to administer methoxyflurane from the National Lifesaving Manager and Medical Director.
Training	Advanced Surf First Aid/"PHEC" Pain Relief module
Other	Must be 18 years or older
Equipment	Penthrox® Inhaler (green inhaler/whistle)

5.0 PROCEDURES

5.1 Authorisation to administer

5.1.1 To administer methoxyflurane while performing duties as a Surf Lifeguard, SLSNZ requires Lifeguards to complete an annual application to be submitted to SLSNZ and approved by the SLSNZ Medical Director. Lifeguards must have completed the Advanced Surf First Aid (PHEC) qualification & the Pain Management Module.

5.1.2 The application to administer is an annual requirement & is online via the SLSNZ website. SLSNZ will check all applicants' prerequisites on the SLSNZ database and if approved will send an authority to administer letter via email to the Lifeguard.

5.2 Use:

5.2.1 When pain relief is required on the beach during patrol hours or as part of a service, an approved lifeguard will be responsible for removing the unit from the secure location, ensuring its safe use, and if unused, returning it to the secure location.

5.2.2 **In all incidents where Methoxyflurane has been administered, an ambulance must be requested through 111.**

5.2.3 Ambulance wait times vary around the country, therefore the patient must be consulted in determining the safest and most appropriate form of transport for them to receive further medical attention.

5.2.4 Consultation with the St John clinical desk may also be appropriate when determining other transport options.

5.2.5 A **'SLSNZ Methoxyflurane Use Form'** must be completed and sent to SLSNZ for every use. Replacement units will only be provided upon receipt of this document. Completion of this form is a legal requirement.

5.3 Disposal:

5.3.1 Following the use of the inhaler, the treating lifeguard will dispose of the inhaler in the rubbish. Or;

5.3.2 If still in use, the inhaler may be transferred to the care of an ambulance officer who is transporting the patient. The ambulance officer will then assume responsibility for unit disposal.

5.4 Stock Replacement process:

5.4.1 All used vials must be photographed.

5.4.2 Photographs along with the *SLSNZ Methoxyflurane Use Form* or *SLSNZ Methoxyflurane Order Form*, depending on either the use or replacement of expired stock, must be completed.

5.4.3 If replacing a used vial, the incident in which it was used must also be recorded on the SLSNZ PAM database.

5.4.4 If replacing expired stock, the stock must be sent back to SLSNZ to allow for appropriate disposal.

5.4.5 Once an order is approved by SLSNZ the vials will be sent to the club or service.

5.5 New Club/Service Application

5.5.1 Any Club or Service may apply to SLSNZ to obtain methoxyflurane; however there must be a Lifeguard at the club or service who is qualified and authorised to administer before SLSNZ may approve this request.

5.5.2 New clubs must conduct an initial audit in line with the Annual Audit to show the presence of a locked cabinet

5.5.3 Once approved, a *SLSNZ Methoxyflurane Order Form* can be completed to receive stock.

5.6 Safety and security:

5.6.1 Each year SLSNZ will update the approved club/service *Member In Charge Of Methoxyflurane* (1 only per club/service).

5.6.2 Only clubs, patrols or services with Lifeguards qualified to administer Methoxyflurane will be permitted to hold stock of the units. These units must be stored in a secure location; for example a lockable cabinet or container such as a Pelican Case, at the club/service.

5.7 Annual Audit (October)

5.7.1 Member in charge of Methoxyflurane must conduct an audit of the units annually to ensure the integrity of the product, expiry dates, and stock numbers. The content of the audit will be determined by SLSNZ but will normally include the following items

- Image of the secure location, inside the club/service.
- Image of all vials with expiry date visible.
- Updated contact details for the *Member In Charge Of Methoxyflurane*
- Image showing access to the *Methoxyflurane Use Form*

First Aid Room Emergency Care Guidelines - NSOP

Section 7 – FIRST AID OPERATIONS

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To give guidance to surf lifeguards on patrol when engaging in emergency care activities & using a club first aid room

2.0 SCOPE

General use for all first aid facilities at surf lifesaving clubs

3.0 REQUIREMENTS

Required PPE	Face masks Medical gloves as per normal first aid protocols
Awards/Licenses	N/A
Training	First Aid Training: • Patrol Support Award • Surf Lifeguard Award • Surf First Aid • Advanced First Aid
Other	N/A
Equipment	N95 Facemask

4.0 INTRODUCTION

The risk of transmission of infectious diseases on beaches and other open outdoor spaces is extremely low.

Not only is self-preservation required to protect lifeguards from becoming ill due to patient contact, but Lifeguard-to-patient transmission is also a concern for infectious diseases, as surf lifeguards may well have no symptoms but still be infectious to colleagues and patients.

5.0 PROCEDURES

Administering first aid to patients will mean that social distancing will not be able to be achieved. When surf lifeguards/patrol support members are administering first aid they must always be wearing medical gloves.

When entering an indoor facility (club first aid room) a face mask must also be worn.

Emergency care/first aid should all be managed outside or in a well-ventilated area. If possible, only one patrol member on the patrol should be administering first aid.

5.1 Minor First Aid

- Follow Pre-First Aid Protocol (5.4)
- If possible, give the patient/caregiver self-management with guidance from a distance.
- Equipment cleaned after use.

5.2 Major First Aid

- Follow Pre-First Aid Protocol (5.4).
- Ambulance called ASAP.
- Managed by Advanced First Aid qualified (refreshed) first aiders where possible.
- Equipment cleaned after use.

5.3 Providing CPR

- Follow Pre-First Aid Protocol (5.4).
- Ambulance called ASAP.
- Managed by Advanced First Aid qualified (refreshed) first aiders where possible.
- Where possible, avoid mouth-to-face shield and mouth-to-pocket mask ventilation. Use a bag-valve-mask (BVM) device with a viral filter attached instead.
- Avoid unnecessary proximity to the patient. Space and open ventilation decrease risk to the patient as well as the lifeguard.
- Place face masks on yourself and the patient as soon as practicable.
- Equipment cleaned after use.

5.4 Pre-First Aid Protocol

Because infectious diseases can be spread from individuals without symptoms, it is safest to wear a mask and other recommended PPE. When possible, place a face mask (Surgical mask/disposable) on the patient or ask the patient to put on a facemask, avoid indoor spaces, and maintain distance.

It may be helpful for ambulance services if you ask the following questions:

The answers should not impact your care at the scene.

1. Have you, or someone you regularly interact with, tested positive for any infectious diseases?

SECTION 8

TRAINING & ASSESSMENT

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Under 14 Water Safety & Supervision - NSOP

Section #8 – Training & Assessment

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Health and Safety Advisor

1.0 PURPOSE

This NSOP outlines the procedure that SLSNZ Clubs/members/employees must apply for activities in the water involving members in the under-14 age group.

In order to protect junior members, SLSNZ members at all levels need to ensure:

- Safeguards comply with legal and educational requirements relating to the physical and psychological welfare of young people.
- Surf Life-Saving Clubs meet their duty of care to participants.
- Young people are treated fairly in all aspects of surf lifesaving.
- All junior surf participants experience a safe and nurturing environment.

It is the responsibility of all involved in delivering Under 14 training programs to ensure that they comply with SLSNZ requirements. SLSNZ has a number of resources to assist members and clubs in maintaining a safe and nurturing environment.

2.0 SCOPE

This NSOP applies to all clubs, members and employees of SLSNZ

3.0 REQUIREMENTS

Required PPE	High visibility items
Awards/Licenses	Lifeguard Award
Training	Child Safe Module, Introduction to surf coaching
Other	Following water safety ratios
Equipment	Rescue tube, rescue board, First aid equipment

4.0 INTRODUCTION

This NSOPs aims to highlight the requirements and procedures that must be taken to assess, manage and mitigate risks associated with training activities for Under 14s in order to prevent harm to members involved in familiarisation of lifesaving environments, and/or training for performing rescues.

A quality Junior Surf Programme (U14 Programme) is integral to club health. Over 8,000 members in SLSNZ are under 14 years of age & over 40% of Surf Lifeguards who qualify each year have come through a Junior Surf Programme.

5.0 GENERAL PROCEDURES

Member Protection

5.1 People leading and assisting with Junior Surf programmes should:

a) follow the SLSNZ Member Protection Guidelines: https://www.surflifesaving.org.nz/club-management/health-safety/member-protection-toolbox

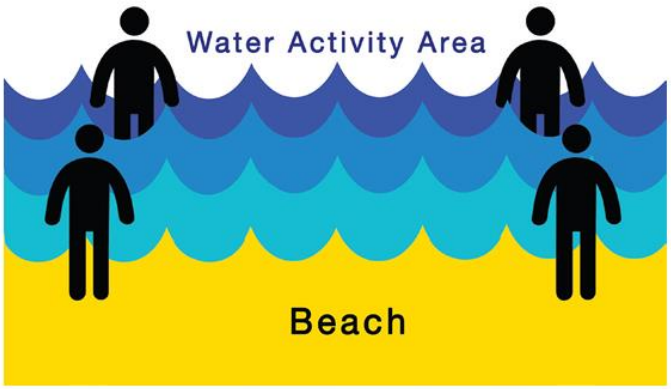
b) Complete the Safeguarding Children training

5.2 Completion of a SLSNZ approved risk analysis process is mandatory before beginning any activities.

Water Supervision

5.3 To ensure the water safety ratio is a minimum of one adult to five children (1:5).

a) Adults should be arranged in a manner that allows for them to have an adequate view over the area of water used for activities, while also serving as a visual check for participants as to the boundaries of the activity area.



b) Adults should be able to communicate with each other.

c) Adults should have (equipment/PPE).
d) Adults can be part of the coaching team for the session, understanding that they also form part of the critical safety infrastructure for the session.

5.4 There is a minimum requirement of one qualified and refreshed Surf Lifeguard to twenty children (1:20) in the water:

a) Lifeguards should be rescue ready, and have appropriate rescue equipment at their disposal.
b) Lifeguards can be part of the coaching team for the session, understanding that they are the primary resource available should an issue arise in the water.

Session Briefings

5.5 It is critical that the Junior Surf Coordinator, Head Coach or Group Leader brief all those involved with the session. Briefings should include the following items

a) Number of participants;
b) Any health or injury concerns to watch out for;
c) Area for training and activities being covered;
d) Safety plan and any considerations allowing for the conditions on the day;
e) Who the Lifeguards are for the session;
f) Any other consideration for the session - such as rotations, identifying cold or injured children etc.

6.0 ROOKIE TRAINING

It is important that Rookie Lifeguards are able to participate in specific activities as part of structured training with the aim to develop skills that are important to lifeguarding.
The safety requirements for Rookie Lifeguard training in these situations exceed the minimum requirements stated earlier in this NSOP due to the increased risk with these activities.
A SLSNZ approved Risk Analysis process must be undertaken for all activities.

Participation in Rock Training & Rescue Module

6.1 Rookie Lifeguards may participate in training around rocks in specific scenarios.

a) There are calm sea conditions
b) A qualified Rock Training & Rescue Module Instructor leads the training.
c) There is a ratio of 1 Lifeguard to 5 Rookie Lifeguards (1:5) when participating in rock training.
d) The session will centre on safe entry and exit from rocks and must not include rock rescues.

Participation in IRBs

6.1 Rookie Lifeguards may participate in IRBs in specific scenarios:

a) Set up, warming up and packing down the IRB under the direct supervision of a qualified driver. The IRB remains the responsibility of the Driver at all times.

b) Rookie Lifeguards may be a passenger in the IRB with the following conditions

- There must be a qualified and refreshed Driver and Crewperson operating the IRB at all times. Rookie Lifeguards must not replace either position.
- Surf conditions must be calm, i.e. 0-0.5m waves with low winds.
- Activities may include patient pickups with the Rookies acting as a patient, surf zone navigation, and parallel running.

7.0 GENERAL TRAINING EXAMPLES

7.1 Please refer to Junior Surf training resources for further information.

SECTION 9

SEARCH & RESCUE OPERATIONS

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Coordinated Incident Management (CIMS) Response - NSOP

Section 9 – Search and Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

To outline the steps required to initiate transferring the management of an incident over to a Coordinated Incident Management Structure (CIMS). CIMS provides the model for command, control, and coordination of an incident response. It is most useful when escalating an emergency response from a single agency response to a multi-agency response. It provides a means of coordinating the efforts of agencies as they work towards the common goal of stabilising an incident and protecting life. CIMS aims to build a more proactive incident management response system that will increase efficiencies through better coordination of resources. It will also reduce the risk of service overlap and potential confusion at incidents through poor understanding and inadequate coordination.

2.0 SCOPE

This NSOP links with the SAR Operations Policy and applies to any member operating in a Search and Rescue event, this includes but is not limited to all Search and Rescue training, all Search and Rescue exercises, all operations including, but not limited to, first aid delivery, rescues and searching for missing persons.

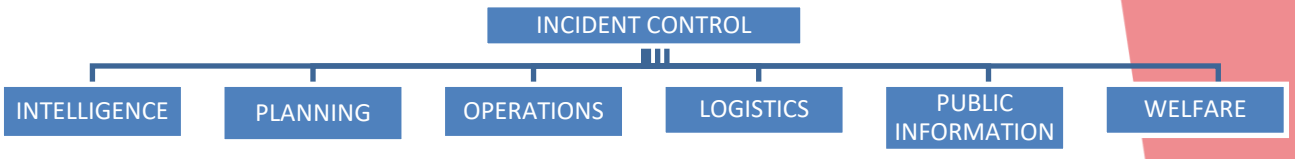
3.0 REQUIREMENTS

Required PPE	N/A
Awards/ Licenses	N/A
Training	CIMS 3 (online, open to all Lifeguards) CIMS 4 (by application through the SAR Coordinator)
Other	N/A
Equipment	N/A

4.0 OFFSHORE MARINE SAR – PROCEDURES

4.1 CIMS may be used at a variety of incidents, including: response to natural hazards, police incidents, fires, multiple casualties in an incident, air, rail, water or ground transportation accidents, public health and medical incidents, pre-planned events (e.g., concerts) and Search and Rescue missions.

4.2 The CIMS model consists of six major components:



4.2.1 **Control -** the management of the incident by the NZ Police or Maritime New Zealand

4.2.2 **Intelligence -** the collection and analysis of incident information that must be verified and fact-checked to be considered intelligence. Senior SAR or lifeguard personnel may be called to assist in this part of CIMS as Subject Matter Experts.

4.2.3 **Planning -** of response activities and development of the long-term contingency plans, such as the requirements for extra fuel for the IRBs in a long-term search. Senior SAR or lifeguard personnel may be called to assist in this part of CIMS as subject matter experts.

4.2.4 **Operations -** the direction of an agency's resources in dealing with the incident. Senior SAR or lifeguard personnel may be called to assist in this part of CIMS as subject matter experts.

4.2.5 **Logistics -** the provision of facilities, services and materials required to deal with the incident. This might be the exclusive use of a club house for the command centre to be established, organising where to refuel craft, or replenishing crew. Senior SAR or lifeguard personnel may be called to assist in this part of CIMS.

4.2.6 **Public Information -** manages media and coordinates the release of information; this will be at least the SLSNZ media liaison. Lifeguards are not permitted to speak to any press in a tasking deployment by Police or Maritime New Zealand.

4.2.7 **Welfare –** supports the responders and ensures all Health and Safety SOPs and considerations are taken into account. This can also be the critical incident coordination SLSNZ offers to all guards.

4.2.8 **Incident Controller** - the person responsible for the overall direction of response management and activities in an incident. Most often this will be the Police or Rescue Coordination Centre (RCCNZ).

4.3 In situations where Surf Life Saving is the lead or first agency on scene, the Patrol Captain, senior lifeguard or SAR Coordinator, or SLSNZ Lifesaving staff member on-scene will assume the role of Incident Controller until relieved by the Police or MNZ.

4.4 Incident escalation from single agency response to multi-agency response:
When an emergency manager is leading a response and feels either they require specialist assistance from another agency or the response requirements exceed the ability for the team to safely and effectively resolve the situation, they should immediately ESCALATE the incident to a multi-agency response. This is done by discussing the escalation with the responding Police Officer or, if not done already, dialling 111 and asking for Police. The Police Officer will assume the responsibility for putting a CIMS Incident Management Team (IMT) together. The IMT will comprise of the six positions mentioned above.

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CIMS Escalation NSOP flow Chart

SLSNZ SAR TEAM Response

An emergency requires specialist assistance from another agency or the response requirements exceed the ability of the Patrol or SAR Squad Contact Police ASAP if not already working with them

Discuss the situation with responding Police Officer or SAR Police directly

Initial SAR/Patrol Response

SAR / Patrol Response continues until otherwise informed by Operations Officer in CIMS

Single Agency response Stops

Coordinated Authority Response

Police ESCALATE the incident to a multi-agency response

Lead Police Officer establishers IMT

INCIDENT CONTROL

INTELLIGENCE | PLANNING | OPERATIONS | LOGISTICS | PUBLIC INFORMATION | WELFARE

IMT formulate an Incident Action Plan (IPA) that includes formal tasking's for the responding emergency agencies.

Formal taskings for the responding SAR Squads / Lifeguards and other responding agencies passed down from the IMT Operations.

NSOP

Low Light - Night Operations - NSOP

Section 9 – Search and Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

Provide guidance for lifeguards responding to an incident in low light or at night (any incident within 30 minutes before sunset or 30 minutes before sunrise) when operating within the SLSNZ SAR Operations and Squad Accreditation Policy section 6.10 and 6.10.1 Night Operations.

Reinforce SLSNZ's position that deploying rescue assets at night falls outside the normal scope of operation. Patrol Captains/senior lifeguards should always refuse tasking unless there is a compelling reason to deploy (e.g., missing person sighted, etc.) and for which the risk of undertaking the night SAROP versus gain will not compromise the safety of members. Searching for someone in surf (0.5m plus) has a very low probability of detection yet it comes with a high risk.

This NSOP uses the acronym 'RESCUED' to plan, communicate and respond to emergency situations. It is designed primarily to improve the management of the response phase to emergency incidents through better coordination between the major emergency services.

2.0 SCOPE

This NSOP links to the Search & Rescue Squad Accreditation Policy, and applies to any member operating in a Search and Rescue event. This includes, but is not limited to, all Search and Rescue training, all Search and Rescue exercises, all operations including but not limited to First Aid delivery, rescues and searching for missing persons.

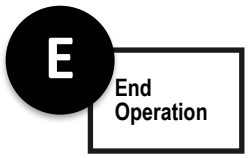
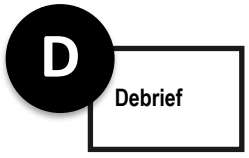
3.0 REQUIREMENTS

Required PPE	Per person reflectorised PFD, reflectorised surf helmet, full wetsuit, Personal Locater Beacon (PLB), whistle, personal strobe light, rescue fins.
Awards/ Licenses	Current refreshed awards IRB, RWC. Drivers and Crew. Marine VHF and Introduction to SurfCom Module.
Training	Attends SAR training at least twice a year (minimum). Must be inducted and complete 400m swim in under 9 minutes (in-water).
Other	Aged 18 or over. SAR minimum equipment for responders.
Equipment	Navigation lights, two spotlight torches, Marine VHF radio

4.0 Low light – Night - SAR – PROCEDURES

PROCEDURE	
R Readiness	REQUIRED: • Ensure all rescue equipment kept in state of readiness • Ensure a minimum of two rescue craft are deployed for all search operations • Ensure IRB/RWC crews know how to use night rescue equipment and have experience in low light/ night operations. This must include an understanding of the current offshore SAR NSOPs • IRB/RWC and rescue vehicles fully fuelled • Ensure radios (Marine VHF capable) always charged • Issue and check PPE • Radio contact with home SLSC, SurfCom or local Coastguard, maritime radio, etc. • Incident within sight of land • External (or overhead) light source available • Backup rescue asset on standby PREFERRED: • Two IRBs/RWCs for rescue work (spare fuel) or air support e.g., rescue helicopter • Shoreline support crew PPE REQUIRED ON PERSON: • Reflectorised PFD • Reflectorised surf helmet • Full wetsuit • Personal Locater Beacon (PLB) • Whistle • Personal strobe light • Rescue fins PPE PREFERRED ON PERSON: • Cyalume stick • Handheld GPS navigation equipment • Cold water survival suits, booties, dive gloves (location specific) • Energy bars and drinking water REQUIRED ON IRB/RWC: • Navigation lights: All craft MUST have night navigation correctly fitted when operating craft in low light or at night (any incident within 30 minutes before sunset or 30 minutes before sunrise). • Two spotlight torches (handheld or headlamp) • Marine VHF radio PREFERRED ON IRB/RWC: • Throw-rope • GPS
E Emergency Services	• Contact Police via 111 or SurfCom in any situation that requires a low light response • Request air support with illumination

S Situation	• Gather as much information and intelligence about the incident from informant or emergency services as possible • Keep informants at scene. Document their phone number and those of the missing if possible • Undertake a SLSNZ Search and Rescue Risk Assessment by using the SLSNZ Search and Rescue ORA application. In particular, consider and assess: - Moon state - Available celestial light - Surf conditions - Availability of shoreline illumination and spotters • Develop clear mission and objectives (GSMEAC) and place a time limit on the amount of time the IRB/ RWC will be at sea • DO NOT PROCEED IF: - Probability of detection is lower than 5% - Surf Size exceeds 1m or Unable to see breaking surf - Unable to identify breaking surf on rock features - Unsure about personal limitations to handle conditions - The SLSNZ Search and Rescue Risk Management Matrix exceeds 15
C Communicate	• Conduct team briefing (GSMEAC) before deploying • Contact Coastguard/SurfCom/Police before launching • Conduct radio checks before deployment and file trip report (TR) with Coastguard stating: ○ Call sign ○ Number of persons on board ○ Intentions ○ Expected return time • Handover and liaise with other services using the ISBAR communication tool • Communicate frequently throughout the incident • Provide updates to SLSNZ staff when able
U Undertake Operation	• Ensure all team equipped with correct PPE for the task and environment • Apply a Dynamic Risk Assessment or ORA. Think about crew fatigue and poor to no light conditions • Consider requesting a modified task or refusing the task if requested task exceeds team's capabilities or safety concerns. Document applying a Dynamic Risk Assessment or ORA • Document all details of the crew responding out to sea and pass to Police and SurfCom • Request additional support if required early with Police (e.g., Rescue helicopter) • Conduct radio checks before deployment • Develop a Comms plan by assigning call signs to each craft before deploying • Conduct Search and Rescue/SAROP within limits of team's skill, experience and abilities • Record operational details (times, places searched, etc.). NOTE: this record may be used as evidence • Conduct search in conjunction with Police and other services • File Situation Reports (SITREPS) frequently, especially when conditions change

	• Stand down when requested or unsafe to continue • Notify emergency services and SLSNZ when operation has ended • Ensure all team is safe and return equipment to state of readiness • Complete SLSNZ documentation • Report damage to equipment and injuries to members
	• Conduct debrief in a timely manner and make operational changes if required • Follow up team (arrange CISD with SLSNZ and request peer support if required)

Body Recovery - NSOP

Section 9 –Search and Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

Provide guidance for lifeguards by outlining the steps that should be followed when securing or recovering a body.

2.0 SCOPE

This task should only be undertaken by lifeguard or patrol supports who are over 18 years of age and have been trained in body recovery. It is recommended that they have at least 3 years patrolling experience and an up-to-date vaccination record. Members must complete a Risk Assessment before beginning the recovery, which considers whether they are mentally able, as well as physically able, enough to participate in a body recovery.

3.0 REQUIREMENTS

<table>
<tr><td>Required PPE</td><td>
<table>
<tr><th></th><th>On land</th><th>At sea</th></tr>
<tr><td>Required</td><td>Rubber gloves</td><td>Rubber gloves
Full length wetsuit</td></tr>
<tr><td>Recommended</td><td>Face mask
Elbow length rubber gloves
Eye protection
Disposable apron/overalls</td><td>Face mask
Elbow length rubber gloves</td></tr>
</table>
</td></tr>
<tr><td>Awards/ Licenses</td><td>Surf Lifeguard Award/Patrol Support Award</td></tr>
<tr><td>Training</td><td>Body Recovery training</td></tr>
<tr><td>Other</td><td>Police are legally the lead agency in all body recovery tasks</td></tr>
<tr><td>Equipment</td><td>Body Recovery kit containing: Body bag, rubber gloves, arm length gloves, blanket/sheet, Hazardous Material bags, face masks, tarpaulin, disinfectant</td></tr>
</table>

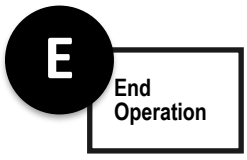
4.0 BODY RECOVERY – PROCEDURES

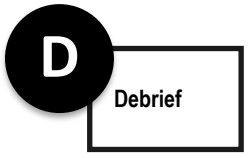
PROCEDURE	
R Readiness	REQUIRED: • Ensure all rescue equipment is kept in a state of readiness. • Issue and check PPE is fit for purpose and location noted by all squad members. • Check body bags are in working order and location noted by all squad members. • Ensure backup rescue asset on standby, scoop and/or basket stretchers. • Check decontamination equipment is in working order (nap sack sprayer) and detergent is available. Their location should be noted by all squad members. PREFERRED: • IRB training that covered getting a simulated deceased person into the boat is conducted, with body bag and without body bag. • Simulated decontamination process undertaken during SAR training. PPE REQUIRED ON PERSON: • Face mask • Rubber gloves • Eye protection • Full wetsuit • Personal Locater Beacon (PLB) PPE PREFERRED ON PERSON: • Elbow length rubber gloves • Disposable apron/overalls REQUIRED ON IRB/RWC: • Marine VHF radio PREFERRED ON IRB/RWC: • Scoop and/or Basket stretchers
E Emergency Services	• Contact Police via 111 or SurfCom in all situations that require the recovery of a body. • Request Police support if not already offered.
S Situation	• Gather as much information and intelligence as possible about the incident from informant or emergency services.

C Communicate	• Conduct team briefing (GSMEAC) before deploying.
	• Contact Coastguard/SurfCom/Police before launching.
	• Conduct radio checks before deployment and file trip report (TR) with Coastguard, stating:
	  ○ Call sign
	  ○ Number of persons on board
	  ○ Intentions
	  ○ Expected return time
	• Handover and liaise with other services using the ISBAR communication tool.
	• Communicate frequently throughout the incident.
	• Provide updates to SLSNZ staff when able.

U Undertake Operation	• **Apply a Dynamic Risk Assessment (ORA)** for each lifeguard or patrol support which considers whether they are mentally able, as well as physically able, enough to participate in a body recovery**.** • Ensure all team equipped with correct PPE for the task and environment. • Consider requesting a modified task or refusing the task if requested task exceeds team's capabilities or safety concerns. • Document all details of the crew responding out to sea and pass to Police and SurfCom. • Request additional support if required early with Police (e.g., Coast Guard) • Conduct radio checks before deployment. • Develop a Comms plan by assigning call signs to each craft before deploying. • Conduct the recovery within limits of the team's skill, experience and abilities. • Record operational details (times, places searched, etc.). NOTE: this record may be used as evidence. • Conduct recovery in conjunction with Police and other services. • File Situation Reports (SITREPS) frequently, especially when conditions change. • If you were not tasked to the recovery by Police, inform them of the incident immediately or as soon as practically possible. • Notify SurfCom or the relevant Duty Officer, staff member and SAR Squad if required. • Create a plan for carrying out the recovery including any other agencies present (e.g., Police), including assessment of the conditions, resources available and appropriate personnel to be involved. This plan may include: - declining to undertake the body recovery - if you do not have sufficient resources to undertake the recovery - experience to undertake the required task, or

	- it is deemed unsafe to do so. • All attempts should be made to minimise exposure to the body recovery to SLS personnel. This includes excluding under 18 members from the incident, and only using as many members are required for the task, limiting exposure of excess personnel to the incident. • If the recovery is occurring during patrol hours, normal patrolling activities must be taken into account before undertaking the task. **If the recovery is occurring on land:** • Don elbow length rubber gloves, as well as a face mask, eye protection and a disposable apron/overalls if available and appropriate. • Do not interfere or move the body unless instructed to by Police. The only exception to this is if the body and/or scene is going to be immediately disturbed by the immediate environment, e.g., incoming tide, in which case, move the body as little as required to secure the scene. • Use tarpaulins, sheets or other coverings to shield the scene from the public – taking into account the privacy and wishes of any friends or family members present. • If the body is required to be moved, open a body bag on the ground next to the body, and roll or lift the body into the bag. • Transport body to a secure place to wait for the Police/coroner's representative. **If the recovery is occurring at sea:** • Ensure appropriate resources and qualified personnel are able to respond. If necessary, this must take into account the crew's ability to lift a body from the water into an IRB. • If Police request to be involved with the on-water response, evaluation of their water competency and compliance with SLSNZ's IRB and RWC policies is required. • Don full length wetsuit and rubber gloves, as well as elbow length rubber gloves and a face mask if available and appropriate. PPE may be carried on the IRB for on-water journey and donned when location is reached. • Crew should take a full body recovery kit with them. • On arrival at the body's location, crews should try and take note of the condition and location the body is in, including any items on surrounding land/rocks. This information can be passed on to Police. • Physical water recovery will be dependent on the surf conditions, and condition of the body. • If surf conditions are appropriate, the body bag can be opened and zipped around the body while it is in the water. • When a bag is being lifted from the water, zips at the feet should be left open enough for water to run out of the bag.

	• Lift the bag head first to allow water to run out, and then place in the IRB. • If surf conditions are not appropriate for the bag to go into the water, open the body bag and lay it out in the IRB. • Lift the body from the water into the open body bag in the IRB - this will require multiple people. • If a mesh body bag is available, this can be used to secure the body in the water – allowing minimum water to be carried into the IRB with the body when it is lifted. • Return the IRB to shore, at a place on the beach that is away from members of the public. • If available, have personnel meet the IRB on the shore with an IRB trailer, to allow for quick transport of the body off the beach. The personnel must be all older than 18 years of age. • Transport body to a secure location to wait for the Police/coroner's representative.
	**Decontamination and Post Recovery Cleaning:** • Once recovery has been completed, all equipment used in the recovery should be decontaminated and sanitised as per SLSNZ Decontamination Guidelines, or disposed of as appropriate. • Personnel who have been in direct contact with bodily fluids should follow the SLSNZ Blood and Bodily Fluids Exposure Policy. • Upon completing a body(s) recovery, all efforts must be made to ensure that recovery equipment and PPE has been decontaminated and sanitised afterwards. Failure to do so may result in degradation of equipment and possible infection through use of contaminated equipment. • Disinfectant should be used on all contaminated equipment following the manufacturer's recommendations for use. Some equipment will need to be sprayed down while others will need to be soaked. **IRB Decontamination:** • A disinfectant mixture should be made up in a five-litre bucket to the manufacturer's recommendations. A hard bristle broom should be used to scrub the inside of the IRB and then hose out thoroughly with clean water. IRB should be left upright to drain through auto-bailers to prevent degradation of equipment. **Personal Flotation Devices (PFD):** • All PFDs should be soaked in a disinfectant solution made up to the manufacturer's recommendations. After being soaked, PFDs should be thoroughly rinsed out with clean water. PFDs should be checked for signs of damage, particularly around zip and buckle areas, and sent away for repair or replaced as required.

	Personal Equipment - Wetsuits, Fin belts, etc: • Any personal equipment that was contaminated should be soaked in a disinfectant solution made up to the manufacturer's recommendations. After being soaked, equipment should be thoroughly rinsed out with clean water. Equipment should be checked for signs of damage, particularly around zip and buckle areas, and sent away for repair or replaced as required. **SLSNZ Documentation and reporting requirements:** • SLSNZ Incident Report Form and SLSNZ Patient Report Form are required to be filled out and updated online as soon as possible. Incident paperwork should be detailed, describing the timing of the incident, the personnel involved and the actions taken.
	**Post Incident Debrief** • A post incident debrief must be carried out as soon as practicable after the body recovery has ended. • Debriefs should be carried out by either a duty officer or other senior lifeguard with experience in carrying out incident debriefs. Preferably peer supporters will be present at the debrief. • Debriefs should include all surf lifeguards that were present during the body recovery, i.e., those directly involved in securing/recovering the body and those that were involved in the task, but not in the physical securing/recovery. • A separate debrief for those directly involved in securing/recovering the body may be necessary. • Peer support and/or counselling services must be offered to all SLS personnel after a body recovery.

Blood and Bodily Fluid Exposure - NSOP

Section 9 – Search & Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/062024

Document Owner: National Search & Rescue Manager

1.0 PURPOSE

To establish guidelines for surf lifeguards and patrol supports who may be at risk of contamination from blood or bodily fluids during the course of a rescue, recovery or first aid.

2.0 SCOPE

This NSOP applies to all SLSNZ members and operations where there is possible exposure or risk of exposure or contamination from blood or bodily fluid during the course of rescue, recovery or first aid activities.

3.0 REQUIREMENTS

Required PPE	Medical gloves
Awards/Licenses	Surf Lifeguard Award/Patrol Support Award
Training	N/A
Other	Follow Decontamination NSOP
Equipment	Medical gloves, face masks, disinfectant, portable hand pumped nap sack sprayer.

4.0 PROCEDURES

4.1 Decontamination and Post Recovery Cleaning

In all situations where members are coming into close contact with patients, members must take all appropriate steps to protect themselves from cross-contamination of blood and bodily fluids.

4.1.1 Appropriate PPE must be worn at all times, as outlined in First Aid Guidelines or the Body Recovery Policy.

4.1.2 Step back from the incident and clean the exposure site immediately.

4.1.2.1 Blood-to-skin or blood-to-blood exposure: Wash under water and disinfect the affected area, apply waterproof dressing if required.

4.1.2.2 Mucous membrane exposure (e.g., mouth, eyes etc.): Irrigate under running water.

4.1.3 Complete a risk assessment with the relevant Duty Officer or staff member (below) and make note of this on the Incident Form.

Risk assessment

The risk of HIV infection after needle stick injuries or splash exposure is minimal, however any exposure does pose a risk that needs to be assessed. The assessment below is based on St John New Zealand and NSW Health guidelines.

Level of Risk	Injury/Exposure Type	Bodily Fluid Type
Nil-Low Risk	• Skin not broken • Injury from clean needle or sharp (not yet used on a patient)	• Mucosal Secretions (e.g., saliva, sputum, nasal secretions).
Low Risk	• Superficial injury • Mucosal exposure • No visible blood on sharps	• Body fluids that do not contain blood • Vomit
High Risk	• Deep percutaneous injury • Visible blood on sharps	• Blood • Body fluids that are visibly bloody • Patient with known blood borne disease

4.2 Post Exposure Blood tests

If required, use the SLSNZ Laboratory Blood Test Request Form and complete a blood test within 24 hours. The blood test will check: Hepatitis B Antibodies, Hepatitis B Antigen, Hepatitis C Screening, HIV status. Antibodies are usually found within 6-12 weeks following infection. Subsequent tests should be carried out 3 months and 6 months after injury/exposure.

4.3 Post-Incident support services

These should be made available to the member and records kept of when these were offered. A follow up check with the affected member/s should be scheduled by the relevant peer support service and SLSNZ representative to ensure the intended support is available and meeting the intended needs.

4.4 SLSNZ Documentation and reporting requirements

4.5.1 Inform SurfCom or the relevant Patrol Captain, Duty Officer, or staff member as soon as practicable.

4.5.2 Note the exposure in the Incident Report Form.

4.5.3 Fill out a Member Injury Report Form.

4.5.4 Note any of the patient's relevant medical history, e.g., known HEP C, HIV status, etc. if known. Ensure that multiple contact details of the patient are recorded for follow up purposes.

4.5 Post-Decontamination

4.5.1 Peer support and/or counselling services must be offered to all SLS personnel after a contamination exposure.

Emergency SAR Response with SurfCom - NSOP

Section 9 – Search and Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

To outline the steps all members are required to follow when responding to an emergency request while alerting the supporting Coordinating Authorities and other emergency agencies as well as patrol or SAR operations.

2.0 SCOPE

All Lifeguards and Surf Club Members in geographical areas where SurfCom has radio coverage.

3.0 REQUIREMENTS

Required PPE	Nil
Awards/ Licenses	Introduction to SurfCom Module, Marine VHF Certificate
Training	Nil
Other	Nil
Equipment	Radios/Phones

4.0 PROCEDURES

4.1 Member of the Public alerts Surf Club in person or via phone

DURING patrol hours (Patrol or Club House):

4.1.1 Call-taker informs the Patrol Captain (PC). PC decides if the patrol can respond.

4.1.2 If the PC decides the patrol is incapable or unable to respond to the emergency or requires additional resources, the **PC will inform SurfCom via radio or by calling 0800 SAVE LIFE. (0800 7283 5433)**

4.1.3 SurfCom will activate SAR Squads, nearby clubs or other SAR agencies.

4.1.4 SAR Squad members will '**stand by**' waiting for the SAR Coordinator's instructions. If the SAR Coordinator does not respond 'in good time', consider responding **BUT only within your trained capability**.

4.1.5 SAR Coordinator and SAR responders carry out Operational Risk Assessment mindful of the relevant NSOPs.

4.1.6 Reflex-tasking is processed by SAR Squad as either accepted, modified or turned down and SAR Squad informs Police and SurfCom of outcome.

4.1.7 SurfCom calls 111 to log the job with Police and seek an official tasking. They gather a PO number and a Cost Centre number which they send to the SAR Coordinator.

4.1.8 If time allows, the SAR Coordinator and SAR responders call SurfCom to inform them of the job details and initial response plan.

4.1.9 The SAR Coordinator considers other SAR agencies and informs them and SurfCom Operator as required.

4.1.10 The SAR Coordinator or designated Comms Officer keeps SurfCom informed of incident progress via radio/phone when appropriate.

4.1.11 The SAR Coordinator advises SurfCom if debriefing support, Peer Support or any other support is required. SurfCom will action.

4.1.12 Once the task is executed, the SAR Coordinator checks all relevant reporting forms have been filed to the SAR administrator and undertakes follow up well-being checks on all SAR team members who responded.

4.2 Member of the Public alerts Surf Club in person or via phone

OUTSIDE patrol hours (Patrol or Club House):

4.2.1 Call-taker (patrol member/club member) keeps informant with them/gets contact details, & calls SurfCom on 0800 SAVE LIFE. (0800 7283 5433)

4.2.2 SurfCom activates SAR Squad.

4.2.3 SAR Coordinator and SAR responders carry out Operational Risk Assessment, mindful of the relevant NSOPs.

4.2.4 Reflex-tasking is processed by SAR Squad as either accepted, modified or turned down and SAR squad informs Police and SurfCom of outcome.

4.2.5 SurfCom calls 111 to log the job with Police and seek an official tasking. They gather a PO number and a Cost Centre number which they send to the SAR Coordinator.

4.2.6 If time allows, the SAR Coordinator and SAR responders call SurfCom to inform them of the job details and initial response plan.

4.2.7 The SAR Coordinator considers other SAR agencies and informs them and SurfCom Operator as required.

4.2.8 The SAR Coordinator or designated Comms Officer keeps SurfCom informed of incident progress via radio/phone when appropriate.

4.2.9 The SAR Coordinator advises SurfCom if debriefing support, Peer Support or any other support is required. SurfCom will action.

4.2.10 Once the task is executed, the SAR Coordinator checks all relevant reporting forms have been filed to SAR administrator and undertakes follow up well-being checks on all SAR team members who responded.

4.3 Member of public calls 111 about an emergency in the water:

4.3.1 The district Police SAR unit is notified and tasking considered.

4.3.2 Police pass task to SurfCom, SAR Team notified.

4.3.3 SAR Squad members will '**stand by**' waiting for SAR Coordinator's instructions. If SAR Coordinator does not respond 'in good time', consider responding **BUT only within your trained capability**.

4.3.4 SAR Coordinator and SAR responders carry out Operational Risk Assessment mindful of the relevant NSOPs

4.3.5 Tasking is processed by SAR Squad as either accepted, modified or turned down and SAR Squad informs Police and SurfCom of outcome.

4.3.6 The SAR Coordinator or designated Comms Officer keeps SurfCom informed of incident progress via radio/phone when appropriate.

4.3.7 The SAR Coordinator advises SurfCom if debriefing support, Peer Support or any other support is required. SurfCom will action.

4.3.8 Once the task is executed, the SAR Coordinator checks all relevant reporting forms have been filed to SAR administrator and undertakes follow up well-being checks on all SAR team members who responded.

4.4 Local Police call and task SAR Teams directly:

4.4.1 SAR Coordinator asks Police to call SurfCom on

0800 SAVE LIFE (0800 7283 5433) to dispatch their SAR Squad

OR SAR Coordinator activates their processes for tasking squad and notifies SurfCom that they are responding.

4.4.2 SAR Coordinator and SAR responders carry out Operational Risk Assessment, mindful of the relevant NSOPs.

4.4.3 Tasking is processed by SAR Squad as either accepted, modified or turned down and SAR Squad informs SurfCom of outcome.

4.4.4 SurfCom calls Police to update them. The Operator gets a PO number and a Cost Centre number which they send to the SAR Coordinator.

4.4.5 The SAR Coordinator or designated Comms Officer keeps SurfCom informed of incident progress via radio/phone when appropriate.

4.4.6 The SAR Coordinator advises SurfCom if debriefing support, Peer Support or any other support is required. SurfCom will action.

4.4.7 Once the task is executed, the SAR Coordinator checks all relevant reporting forms have been filed to SAR administrator and undertakes follow up well-being checks on all SAR team members who responded.

4.5 Ambulance, FENZ, Coastguard contact club SAR about an emergency:

4.5.1 SAR Coordinator asks agency to call SurfCom on 0800 SAVE LIFE (0800 7283 5433) to dispatch their SAR Squad **OR** SAR Coordinator activates

their processes for tasking squad and notifies SurfCom that they are responding.

4.5.2 SAR Coordinator and SAR responders carry out Operational Risk Assessment mindful of the relevant NSOPs.

4.5.3 Reflex-tasking is processed by SAR Squad as either accepted, modified or turned down and informs Police and SurfCom of outcome.

4.5.4 SurfCom calls 111 to log the job with Police and seeks an official tasking. They gather a PO number and a Cost Centre number which they send to the SAR Coordinator.

4.5.5 If time allows, the SAR Coordinator and SAR responders calls SurfCom to inform them of the job details and initial response plan.

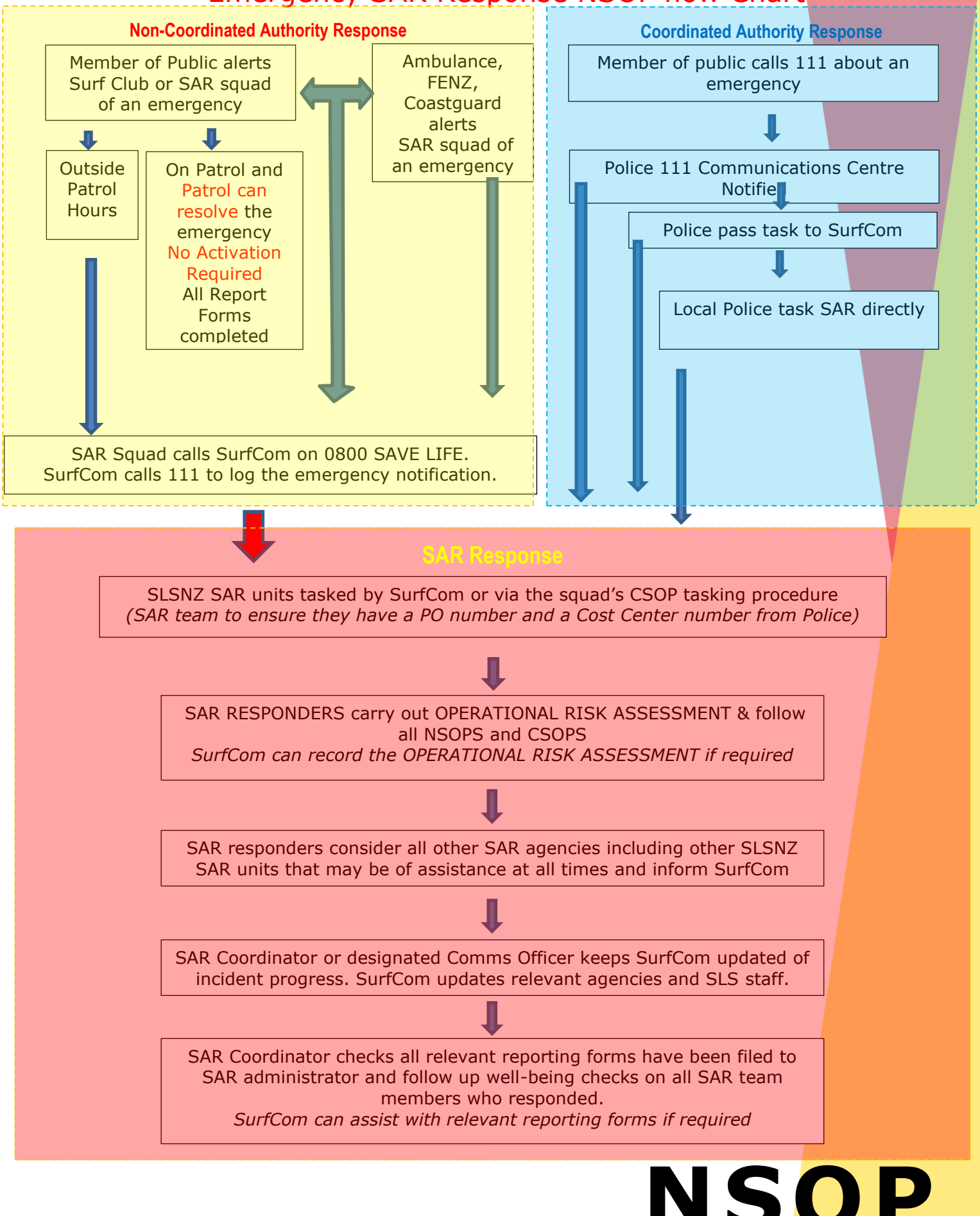
4.5.6 The SAR Coordinator, SurfCom Operator and National Duty Officer considers other SAR agencies and informs them as required.

4.5.7 The SAR Coordinator or designated Comms Officer keeps SurfCom informed of incident progress via radio/phone when appropriate.

4.5.8 The SAR Coordinator advises SurfCom if debriefing support, Peer Support or any other support is required. SurfCom will action.

4.5.9 Once the task is executed, the SAR Coordinator checks all relevant reporting forms have been filed to SAR administrator and undertakes follow up well-being checks on all SAR team members who responded.

Emergency SAR Response NSOP flow Chart



NSOP

Inshore Marine Operations -NSOP

Section 9 –Search and Rescue Operation

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

Along with the emergency services, defence force, local and central government, SLSNZ follows the international Search and Rescue structure of emergency management. This system uses the acronym 'RESCUED' to plan, communicate and respond to emergency situations. Designed primarily to improve the management of the response phase to emergency incidents through better coordination between the major emergency services.

2.0 SCOPE

This NSOP links to the Search & Rescue Operations & SAR Squad Accreditation Policy and applies to any member operating in a Search and Rescue event. This includes but is not limited to all Search and Rescue training, all Search and Rescue exercises, all operations including but not limited to first aid delivery, rescues and searching for missing persons.

3.0 REQUIREMENTS

Required PPE	If entering the water; helmet, PLB, lifejacket.
Awards/ Licenses	Current refreshed in all applied awards. Driver's licence. Marine VHF and Introduction to SurfCom Module.
Training	Attends SAR training at least twice a year (minimum). Must be inducted and complete 400m swim in under 9 minutes (in-water).
Other	Aged 18 or over. SAR minimum equipment for responders.
Equipment	Radios, RWC, IRB, ATV

4.0 INSHORE MARINE SAR – PROCEDURES

PROCEURE	
R Readiness	• Train for the operation with MSAREX based scenarios when possible • Ensure all rescue equipment kept in state of readiness • Ensure all SAR squad members are currently refreshed and maintain a personal state of readiness, including specialised training required for team capability, which must include an understanding of the current inshore SAR NSOPs • IRB fully fueled • Spare fuel available if prolonged operation • Ensure radios (Marine VHF capable) always charged • Equip rescue assets with night rescue equipment if task duration likely to exceed available daylight • Issue and check PPE PREFERRED: • A minimum of 2 lifeguards for after-hours incidents, ideally 3 (one at base to man radio or call for extra assistance) PPE REQUIRED ON PERSON: • PFD • Surf helmet • Full wetsuit • Rescue fins PPE PREFERRED ON PERSON: • Whistle • Personal PLB and flare-pack • Handheld GPS navigation equipment • Cold water survival suits, booties, dive gloves (location specific) • Energy bars REQUIRED ON IRB/RWC: • Marine VHF radio PREFERRED ON IRB/RWC: • Throw-rope • Night rescue equipment (if SAROP within 30min darkness)
E Emergency Services	• Contact Police via 111 if in-water search or rescue is required and/or: - Missing person is a minor (<16yrs) - Any suspicious circumstances (report of suicide attempt, assault etc.) - Persons last known point was entering the water - Operation likely to exceed available light - Incident involves a missing vessel
S Situation	• Gather as much information and intelligence about the incident as possible • Keep informants at scene and document their contact phone number • Use subject questionnaire or checklist
C Communicate	• Conduct team briefing (GSMEAC) before deploying • Document all details of the crew responding out to sea and pass to Police • Carry out a Dynamic Risk Assessment using the ORA tool share with team • Reflex task initial resources if safe and appropriate to do so • Contact Coastguard/SurfCom/Police if not already done • Handover and liaise with other services using the ISBAR communication tool • Communicate frequently throughout the incident • Provide updates to SLSNZ staff when able

U Undertake Operation	• Ensure all team equipped with correct PPE for the task and environment • Apply a Dynamic Risk Assessment or ORA • Consider requesting a modified task or refusing the task if requested task exceeds team's capabilities or safety concerns; document applying a Dynamic Risk Assessment or ORA • Document all details of the crew responding out to sea and pass to Police and SurfCom. • Request additional support if required early with Police (e.g., Rescue helicopter) • Conduct radio checks before deployment • Develop a Comms plan by assigning call signs to each craft before deploying • Conduct Search and Rescue/SAROP within limits of team's skill, experience and abilities • Record operational details (times, places searched, etc.). NOTE: this record may be used as evidence • Conduct search in conjunction with Police, and other services • File Situation Reports (SITREPS) frequently, especially when conditions change
E End Operation	• Stand down when requested or unsafe to continue • Notify emergency services and SLSNZ when operation has ended • Ensure all team safe and return equipment to state of readiness • Complete SLSNZ documentation • Report damage to equipment and injuries to members
D Debrief	• Conduct debrief in timely manner and make operational changes if required • Follow up team (arrange CISD with SLSNZ and request Peer Support if required)

Land-Based SAR Operations -NSOP

Section 9 –Search and Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

Along with the emergency services, defence force, local and central government, SLSNZ follows the international Search and Rescue structure of emergency management. This NSOP uses the acronym 'RESCUED' to plan, communicate and respond to emergency situations. Designed primarily to improve the management of the response phase to emergency incidents through better coordination between the major emergency services.

2.0 SCOPE

This NSOP links with the Search & Rescue Operations & SAR Squad Accreditation Policy and applies to any member operating in a Search and Rescue event. This includes but is not limited to all Search and Rescue training, all Search and Rescue exercises, all operations including but not limited to first aid delivery, rescues and searching for missing persons.

3.0 REQUIREMENTS

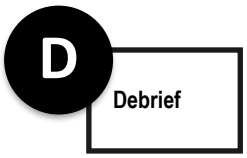
Required PPE	If working on rocky shores, appropriate footwear must be worn. Helmets must be worn if climbing amongst rocks.
Awards/ Licenses	Current refreshed in all applied awards. Driver's licence. Marine VHF and Introduction to SurfCom Module
Training	Attends SAR training at least twice a year (minimum). Must be inducted and complete 400m swim in under 9 minutes (in-water).
Other	Aged 18 or over. SAR minimum equipment for responders.
Equipment	Marine VHF radio

4.0 LAND-BASED SAR – PROCEDURES

PROCEDURE	
R Readiness	• Ensure all rescue equipment kept in state of readiness • Ensure rescue crews are adequately trained and prepared for land-based SAR within our immediate area. NOTE: this procedure is not intended for SAR beyond the coastline and foreshore area. This must include an understanding of the current land-based SAR CSOPs for the club or squad. • Rescue vehicle fully fueled • Ensure radios (Marine VHF capable) always charged

NSOP

	• Issue and check PPE REQUIRED: • Radio contact with home SLSC, LandSAR, local Coastguard, maritime radio, amateur radio, etc. PREFERRED: • Spare fuel for rescue vehicle • Equip rescue assets with night rescue equipment if task duration likely to exceed available daylight MUST refer to the to the low light/night operations NSOP. PPE REQUIRED ON PERSON: • Reflectorised vest • Lifeguard uniform • Personal Locator Beacon (PLB) • Whistle • Gloves and face shield • Footwear appropriate for task, e.g., walking on rocks, road PPE PREFERRED ON PERSON: • Warm clothing • Personal EPIRB or flare-pack • Handheld GPS navigation equipment • Energy bars and drinking water REQUIRED ON RESCUE VEHICLE: • Marine VHF radio • First aid and resuscitation equipment
E Emergency Services	• Contact Police to report the incident • Consider inclusion of other emergency agencies (Other Clubs, LandSAR, FENZ High Angle Rescue team, Coastguard, Rescue Helicopter) if: - Persons last known point was in terrain steep or heavily bushed. - Operation likely to exceed available light - Initial search of immediate surrounding area has not located person within 15mins - Search required after-hours - Missing person is a minor (<16yrs) - Any suspicious circumstances (report of suicide attempt, assault, etc.)
S Situation	• Gather as much information and intelligence about the incident as possible • Keep informants at scene • Use subject questionnaire or checklist • Develop clear mission and objectives (GSMEAC)
C Communicate	• Conduct team briefing (GSMEAC) before deploying • Document all details of the crew responding to search and pass to Police • Conduct radio checks before deploying field teams • Individual search teams should log trip report (TR) with SAR Coordinator: - Call sign

	- Number of persons in each search team - Intentions - Expected return time - Handover and liaise with other services using the ISBAR communication tool - Communicate throughout the incident if the situation changes
	• Ensure all team equipped with correct PPE for the task and environment • Apply a Dynamic Risk Assessment or ORA • Consider requesting a modified task or refusing the task if requested task exceeds team's capabilities or safety concerns; document applying a Dynamic Risk Assessment or ORA • Document all details of the crew responding out to sea and pass to Police and SurfCom. • Request additional support if required early with Police (e.g., Rescue helicopter) • Conduct radio checks before deployment • Develop a Comms plan by assigning call signs to each craft before deploying • Conduct Search and Rescue/SAROP within limits of team's skill, experience and abilities • Record operational details (times, places searched, etc.). NOTE: this record may be used as evidence • Conduct search in conjunction with Police, LandSAR and other services • File Situation Reports (SITREPS) frequently, especially when conditions change
	• Stand down when requested or unsafe to continue. - Carry out a Dynamic Risk Assessment on the ORA if unsafe to continue • Notify emergency services and SLSNZ when operation has ended • Ensure all team safe and return equipment to state of readiness • Complete SLSNZ documentation - Report damage to equipment and injuries to members
	• Conduct debrief in timely manner and make operational changes if required • Follow up team (arrange CISD with SLSNZ and request peer support if required)

Off Shore Marine Operations -NSOP

Section 9 –Search and Rescue Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: National Search and Rescue Manager

1.0 PURPOSE

Along with the emergency services, defence force, local and central government, SLSNZ follows the international Search and Rescue structure of emergency management. This NSOP uses the acronym 'RESCUED' to plan, communicate and respond to emergency situations. Designed primarily to improve the management of the response phase to emergency incidents through better coordination between the major emergency services.

2.0 SCOPE

This NSOP links with the Search & Rescue Operations & SAR Squad Accreditation Policy and applies to any member operating in a Search and Rescue event. This includes, but is not limited to, all Search and Rescue training, all Search and Rescue exercises, all operations including but not limited to First Aid delivery, rescues and searching for missing persons.

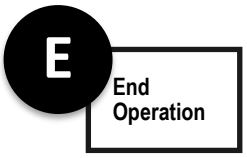
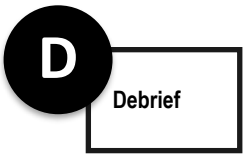
3.0 REQUIREMENTS

Required PPE	Reflectorised PFD, reflectorised surf helmet, full wetsuit, whistle, rescue fins, Personal Locator Beacon (PLB).
Awards/ Licenses	Current refreshed in all applicable awards. Driver's licence. Marine VHF and Introduction to SurfCom Module.
Training	Attends SAR training at least twice a year (minimum). Must be inducted and complete 400m swim in under 9 minutes. RWC Operators must complete a 7.30 swim.
Other	Aged 18 or over. SAR minimum equipment for responders.
Equipment	Marine VHF radio, Flare pack (up to date), IRB fully fuelled with spare fuel bladder.

4.0 OFFSHORE MARINE SAR – PROCEDURES

PROCEDURE	
R Readiness	REQUIRED: • Ensure all SAR squad members are currently refreshed and maintain a personal state of readiness, including specialised training required for team capability which must include an understanding of the current offshore SAR NSOPs • Train for the operation with MSAREX based Scenarios when possible, including operating with a suitable Coastguard asset (mother shipping) for operations outside the 3km curtain

	• Ensure all rescue equipment kept in state of readiness • Ensure a minimum of two rescue craft are deployed for the operation • Ensure IRB/RWC crews are adequately trained and prepared for offshore SAROPs • Ensure IRB/RWC fully fueled with spare fuel • Ensure radios (Marine VHF capable) always charged • Issue and check PPE • Radio contact with home SLSC or local Coastguard, maritime radio, etc. • Two IRBs/RWCs or air support e.g., rescue helicopter, fixed-wing • Equip rescue assets with night rescue equipment if task duration likely to exceed available daylight PPE REQUIRED ON PERSON: • Reflectorised PFD • Reflectorised surf helmet • Full wetsuit • Whistle • Rescue fins • Personal Locator Beacon (PLB) PPE PREFERRED ON PERSON: • Handheld GPS navigation equipment • Cold water survival suits, booties, dive gloves (location specific) • Energy bars and drinking water • 150N PFD recommended in rough seas REQUIRED ON IRB/RWC: • Marine VHF radio • Flare pack (up to date) PREFERRED ON IRB/RWC: • Throw-rope • GPS locator beacon • Night rescue equipment (if SAROP within 30min darkness)
E Emergency Services	• Contact Police via 111 in any situation that requires an offshore response
S Situation	• Gather as much information and intelligence about the incident as possible • Keep informants at scene and document the phone number of informant and those lost if possible • Use subject questionnaire or checklist • Develop clear mission and objectives (GSMEAC)
C Communicate	• Conduct team briefing (GSMEAC) before deploying • Document all details of the crew responding out to sea and pass to Police • Carry out a Dynamic Risk Assessment using the ORA tool share with team • Contact Police /Coastguard/SurfCom/ before launching • Conduct radio checks before deployment and file trip report (TR) with SurfCom or the Coastguard VHF stating: - Call sign - Number of persons on board

	- Intentions - Expected return time • Handover and liaise with other services using the ISBAR communication tool • Communicate frequently throughout the incident • Provide updates to SLSNZ staff when able
	• Ensure all team equipped with correct PPE for the task and environment • Apply a Dynamic Risk Assessment or ORA • Consider requesting a modified task or refusing the task if requested task exceeds team's capabilities or safety concerns. Document applying a Dynamic Risk Assessment or ORA • Document all details of the crew responding out to sea and pass to Police and SurfCom. • Request additional support if required early with Police (e.g., Rescue helicopter) • Conduct radio checks before deployment • Develop a Comms plan by assigning call signs to each craft before deploying • Conduct Search and Rescue/SAROP within limits of team's skill, experience and abilities • Record operational details (times, places searched, etc.). NOTE: this record may be used as evidence • Conduct search in conjunction with Police, Coastguard and other services • File Situation Reports (SITREPS) frequently, especially when conditions change
	• Stand down when requested or unsafe to continue • Notify emergency services and SLSNZ when operation has ended • Ensure all team is safe and return equipment to state of readiness • Complete SLSNZ documentation • Report damage to equipment and injuries to members
	• Conduct debrief in timely manner and make operational changes if required • Follow up team (arrange CISD with SLSNZ and request peer support if required)

SLSNZ SAR Billing Process - NSOP

Section 6 – Search and Rescue Operations

Effective Date – 01/10/2023

Review Date – 01/06/2024

Document Owner: National Search & Rescue Manager

1.0 PURPOSE

To ensure clubs are reimbursed for the use of rescue assets when tasked by external agencies to respond outside patrolling hours or their normal area of operation.

2.0 SCOPE

This policy applies to all Search and Rescue Squad coordinators, Search and Rescue Squad members, surf lifeguards, patrol support members, Patrol Captains, club administrators, SLSNZ staff.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/ Licenses	N/A
Training	N/A
Other	Police NFB2 - SAR Expenses Claim Form SLSNZ Invoice Request Template
Equipment	N/A

4.0 BACKGROUND

4.1 SLSNZ, through its member clubs, has rescue assets around the country that may be called on by external agencies (e.g., Rescue Coordination Centre, NZ Police, Fire and Emergency New Zealand [FENZ], Civil Defence, etc.) to assist in various operations. Most of these agencies have a budget to reimburse organisations who they officially task for running costs and incidental damage to equipment.

4.2 **Securing a tasking or company order number MUST NOT interfere with the emergency response if lives are in danger.**

4.3 To apply for reimbursement, the lifeguard accepting the task must ensure a tasking or company order number is secured from the agency's Tasking Officer if they require any financial reimbursement following the incident.

4.4 This NSOP ensures SLSNZ can verify the hours of asset use and standard callout rates across all regions. Most incidents that occur during patrolling hours will not be charged as these form part of SLSNZ's publicly committed service. However, incidents that occur after-hours or outside the club's usual area of operation can be charged for. Usually, responses by centralised and regional callout squads will be chargeable.

5.0 DEFINITIONS

5.1 'Rescue assets' are defined as club, region, or SLSNZ owned powercraft, e.g., IRBs, ATVs, RWC's.

5.2 'Officially tasked' refers to a club or area squad activated by an external agency and provided with a tasking number (PO Number) and Cost Centre Number (CC Number).

5.3 'Patrolling hours' is any time lifeguards are on duty (as represented by clubhouse or tower flags). 'After-hours' refers to incidents where the patrol has not started setting up or has shut down for the day and includes all out-of-season responses.

5.4 'Incidental damage' is damage beyond normal wear and tear that may affect the safety or performance of a rescue asset. The cost of repairing the damage must be less than the excess on the asset's insurance policy.

5.5 'Normal area of operation' is the geographical response area of the club, as defined in the CSOP. Area callout squads, and where assets are transported by land, sea or air to an incident, are always considered outside the normal area of operation.

5.6 'Time of asset use' is the time from when the vessel is launched until the time it returns to shore. For rescue vehicles, time of asset use refers to the time the vehicle is on the road or beach until the time it returns to base. A minimum charge out fee of one hour also applies. After the first hour, asset use is charged in 15-minute intervals.

6.0 BILLING RATES

The following costs apply to this schedule:

Operational Payment Rates

As part of the relationship agreement between SLSNZ and the Coordinating Authorities, the Coordinating Authorities will pay SLSNZ the following agreed operational payment rates:

Reimbursement of Operating Costs	Rate
Crewed Inflatable Rescue Boat (IRB) (one qualified/refreshed driver, one qualified/refreshed crewperson)	$165 / hour
Crewed Rescue Water Craft (RWC) (one qualified and refreshed driver)	$165 / hour
Crewed 4WD UTE (one qualified driver for searching, not transit)	$165 / hour
Crewed All Terrain Vehicle (ATV) (one qualified driver)	$165 / hour
SLSNZ Club (or if the actual loss of earnings on an existing booking having to be cancelled is greater, the greater amount is verified by providing a copy of the club booking invoice.)	$150 / hour

Other Operational Payment Rates					
Mileage as per the Police's SAR Expense Claim Form (NFB2) for travel to and from a SAROP Incident Command Point and/or for any use during SAROP as directed by either Coordinating Authority.	Rates	Cents per Kilometre			
	Engin Capacity	<1500cc	1501-2000cc	2001-2500cc	>3501cc
		56	67	81	109

7.0 INSURANCE CLAIMS FOR DAMAGE OR LOSS

7.1 In the event of any equipment damage or loss during a Category 1 SAR incident, the Club that is the owner of the equipment can either:

a) Apply for cover from their club's insurance company following all standard procedures the Club has when making a claim (section 10 iv of Schedule 2). If successful, pass the cost of the excess to the Police by using the Police "NFB2 - SAR Expenses Claim Form".

OR

b) Add the cost of the repair or replacement to the SLSNZ Invoice Request form and all receipts for the repairs or quotes for the replacement to the Police "NFB2 - SAR Expenses Claim Form".

7.2 All documentation for the NZP must be as scanned copies or electronic forms. Send all the documents, such as Insurance claims, Incident Reports, and Patrol Captains' Report forms, to SLSNZ Accounts at accounts@surflifesaving.org.nz

8.0 PROCEDURES

8.1 When submitting an invoice request to SLSNZ, the SLSNZ Invoice Request Template must be used.

8.2 A Cost Centre (CC) number and a Purchase Order (P0) number must be on the SLSNZ Invoice Request Template. Police accounts will not pay out on any invoice unless the P0 number is attached to the invoice request form.

8.3 For any expenses incurred which fall outside what is covered in the billing rates above, (Part 6) the **Police NFB2 - SAR Expenses Claim** form must be used.

8.4 Email it to the Regional Lifesaving Manager and the National Search & Rescue Manager along with any supporting information and data.

8.5 The National Search & Rescue Manager will pass the invoice onto the SLSNZ Accounts team who will invoice NZP. This may take up to two months to be approved.

8.6 Reimbursement will be paid directly to the club.

SLSNZ SAR Squad Participation - NSOP

Section 6 – Search and Rescue Operations

Effective Date – 01/10/2023

Review Date – 01/06/2024

Document Owner: National Search & Rescue Manager

1.0 PURPOSE

To ensure the sustainability, diversity and inclusivity of search and rescue personnel in clubs. Optimising and spreading the workload by targeting volunteers with desirable skill sets to fulfil the various roles and responsibilities required to be filled in a SAR Squad.

2.0 SCOPE

This policy applies to all Search and Rescue Squad coordinators, Search and Rescue Squad members, surf lifeguards, patrol support members, Patrol Captains, club administrators, SLSNZ staff.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/ Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 BACKGROUND

a) Traditionally, Club SAR Squads have been Managed and Coordinated by either the Club Lifesaving Lead or SAR Coordinator. In 2019, the overwhelming feedback from the SAR Coordinators involved in the development of the then Lifesaving Strategy was that "the one-person coordinator role was no longer sustainable or healthy" with the increase in operations along with the rise in compliance required by SLSNZ and the Delegated Authorities.

b) Sustainable SAR Squad Membership – Governance Structure sets out position descriptions for up to nine differing positions recognised within a SAR squad (amalgamation into fewer positions reflecting the need of the Squad is possible), with each position built around varying skills, allowing for a higher level of competence from those who may fill the roll. The result of only a few additional positions being added to a Single Coordinated SAR Squad will help achieve the sustainability of the SAR Squad Management while at the same time allowing a mechanism for added inclusion of a diverse membership.

5.0 SAR Squad Roles

It is suggested that each SAR squad appoints members to specific roles to ensure that the workload on administration does not fall to one person.

- Area SAR Squad Coordinator: Overall oversight and leadership of the Squad on a local level, managing and assisting with sub-roles below. Be the liaison between the SLSNZ staff and Squad.
- SAR Training Coordinator: In charge of organising the continued training of SAR members and ensuring all members are refreshed.
- Club Liaison Officer: Is the Primary contact with the Member Club via the Club's Lifesaving Committee.
- SAR Administrative Coordinator: In charge of the administrative side of the SAR squad – updating the contact details of the Squad every three months, equipment ordering, invoicing SLSNZ for cost recovery following a Police Tasking etc.
- Well-being Support Coordinator: Responsible for coordinating well-being support for all SAR members and forming a close working relationship with the Peer Support network within SLSNZ.

6.0 Membership Pre-requisites

To be eligible to join a SAR Squad, members must comply with the following Policy "Search & Rescue Operations & SAR Squad Accreditation":

1.1 IRB/ RWC Crew

1.2.1 Be a minimum of 18 years of age;

1.2.1 Hold a refreshed Surf Lifeguard Award and Senior Lifeguard IRB Drivers Award;

1.2.1 Annually complete 400m pool swim under 9 minutes (7.30 minutes for RWC); and

1.2.1 Receive SLSNZ approval (Area Squad Only).

1.2 IMT SAR Squad Members

1.2.1 Be a minimum of 18 years of age;

1.2.1 Hold a refreshed Surf Lifeguard Award or Support Award;

1.2.1 Receive SLSNZ approval (Area Squad Only);

1.2.1 CIMS 3 & 4; and

1.2.1 Manage the Marine Response (recommended).

7.0 PROCEDURES

Suggested selection of Area SAR Squad Members.

1.3 Each season, a team should release an expression of interest to join the Area SAR Squad will be shared with all members on or before 1st May each year.

1.2.1 Squads can determine these dates.

1.4 The Regional Lifesaving Manager, alongside any relevant the SAR management team, will review all new applicants each year and decide whether the applicant is suitable and capable of being included in the Squad.

1.5 Applicants will be placed into three categories: Accepted, in training and not approved.

1.6 At this point in time, all existing members of the SAR Squad will be reviewed to ensure each member is still suitable, willing and capable to be in the SAR squad.

1.7 A new squad will be announced by the end of May each year.

SECTION 10

EVENT GUARDING OPERATIONS

SURF LIFE SAVING®
NEW ZEALAND

Event Lifeguard - NSOP

Section 10 – Event Guarding Operations

Effective Date: 01/10/2023

Review Date: 01/06/2024

Document Owner: Event Water Safety Manager

1.0 PURPOSE

The object of this NSOP is to provide the standard procedure to be followed for the SLSNZ **Aquatic Safety Management Plan** (ASMP) or **Competition Safety Plan** (CSP) process, for clubs & members of SLSNZ wishing to provide event safety lifeguards, and minimise the potential risks to all involved.

2.0 SCOPE

This procedure applies to all event lifeguards provided by SLSNZ and Clubs.

3.0 REQUIREMENTS

Required PPE	Lifeguard Uniform, rash top, sun protection, eyewear, and standard equipment required to operate on SLSNZ watercraft.
Awards/Licenses	Refreshed Lifeguard
Training	Lifeguard Award, IRB Crew, IRB Driver, RWC operator - etc etc
Other	n/a
Equipment	Tube, fins, IRB, RWC

4.0 PROCEDURES

4.1. Prior to the event, the organisation and/or its members, as the case may be, must ensure that:

a) All 'event safety lifeguards' must be currently refreshed and active patrolling members.

b) Only qualified IRB Drivers, Crewpersons and RWC operators can operate SLSNZ powercraft. Drivers/operators must have either previous event safety experience or at minimum one full season of driving before assisting at an event.

c) The ASMP/ has been developed in conjunction with the event organiser and sanctioned by SLSNZ, ensuring the role of the organisation and/or its members is clearly understood by all parties.

d) The organisations members and/or its appointed Water Safety Coordinator (WSC) have familiarised themselves with the ASMP/CSP, and the environment in which the event will take place including: tide time, tidal flows, weather forecasts or seabed type etc.

e) Based on all the information available to the organisations members and/or its appointed WSC, confirm that they are happy to proceed and provide event safety lifeguard services.

f) The event organiser has signed the 'Event Lifeguard Agreement' with the Club and has completed and attached all relevant schedules, these must be sent via email to SLSNZ Event Water Safety Manager.

4.2. During the event:

a) The WSC upon arrival at the event site must complete and submit an Operational Risk Assessment, completed through the prescribed pre-event risk assessment tool in use by SLSNZ (e.g SiteDocs, Patrol App).

b) In assessing the risk to the event lifeguards and participants the WSC should always consider the conditions as they are on the day, and raise with the Event Organiser/Manger if any additional safety precautions need to be made, including delaying the start time, applying contingency plans or cancellation of the event.

c) Where the WSC considers that the ASMP is not being adhered to on the day by the Event Organiser/Manger, then the WSC should take the following steps:

1. Raise the matter with the Event Organiser/Manger as soon as possible so changes can be made.
2. If changes have not been made, then provide another warning to the Event Organiser/Manger that the event guards will not enter the water until the issues identified are amended.
3. Failing the above two steps the WSC should advise the Event Organiser/Manger that the event guards will be withdrawn from the event.
4. Contact or engage the SLSNZ Event Water Safety Manager.

d) Only an official SLSNZ Lifeguard Uniform is to be worn.

e) All event safety lifeguards must act professionally.

f) The ASMP is followed and used as the minimum/baseline for the event.

g) The event safety lifeguards have suitable clothing, sun protection, and are adequately hydrated.

h) The event safety lifeguards must have suitable breaks during the event.

4.3. At the completion of the event:

a) All documentation (recorded through the SLSNZ Patrol APP) must be completed by the WSC.

b) Where applicable invoices for services are to be completed and submitted to the event organiser for payment by the providing organisation.

SECTION 11

GEAR & EQUIPMENT

SURF LIFE SAVING®
NEW ZEALAND

Disposal of SLS Branded Equipment- NSOP

Section 11 – Gear & Equipment

Effective Date – 01/10/2023

Review Date – 01/06/2024

Document Owner: National Lifesaving Manager

1.0 PURPOSE

To ensure that clubs & services understand the process to dispose of SLS branded equipment, & that the equipment is appropriately 'de-branded' of all identifying markings

2.0 SCOPE

This NSOP applies to all equipment branded with the SLS logo or the words "Surf Rescue" or "Surf Lifeguard"

3.0 REQUIREMENTS

Required PPE	N/A
Awards/ Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

The terms "Surf Rescue" & "Surf Lifeguard" are both Trademarks owned by Surf Life Saving New Zealand. Both terms are synonymous with SLS operations and are used to identify key lifesaving equipment including:

- Rescue Tubes,
- Lifejackets
- IRB Hulls
- IRB Engines
- Side by Side Vehicles
- Patrol Uniforms
- Rescue Boards
- Flags & Flag Stands

5.0 PROCEDURES

5.1 Disposal of all club IRBs require evidence in advance to SLSNZ that existing BP, SLSNZ, and/or other logos have been removed prior to SLSNZs approval to sell. Orange paint-overs should be discontinued to eliminate the risk of re-exposure of BP, SLSNZ and/or other names/logos.

5.2 Contact details of who the IRB is being sold to, e.g. Drivers licence ID, name, address, phone, car rego + serial number of IRB being sold

5.3 The removal of rescue tubes and prop guards prior to sale, as these items can be repurposed within clubs/SLSNZ.