



Shellharbour Surf Life Saving Club Inc

Patrol & Side by Side Vehicle (SSV)

Standard Operating Procedures

Minimum Patrol Requirements

As per SLSNSW SOP's and each club's Lifesaving Service Agreement, the following minimum requirements must be maintained for every patrol:

Personnel:

3 x bronze medallion/Cert II holders (proficient)

Qualifications (may be held by the 3 x Bronzies):

1 x IRB Driver (proficient) 1 x IRB Crew (proficient)

1 x Basic Beach Management (BBM) 1 x ARTC (proficient)

Recommended: 1 x Spinal Management

Equipment: As per SOPs

Start of Patrol – Key Actions

- Arrive at least 15 mins early
- Check previous log entries
- Check all equipment (functional/safe)
- Assess surf conditions/risk levels
- Determine flagged location (or beach closure)
- Conduct “briefing” with patrol
- Allocate personnel and equipment
- Create patrol rotation roster (tower/flags/roving)
- Position lifesaving equipment (rescue ready)
- Complete patrol logs on app/forms
- Set an activity/training plan for the day (if conditions permit)

Patrol Briefing

- Uniform check
- Equipment checks
- Equipment allocation/positioning
- Current and expected beach/water conditions
- Expected weather/swell/patronage
- Identified high risk areas
- Identified high risk groups (rock fishermen etc)
- Roles/responsibilities (in emergency)
- Incident contingency plans (who/what/where/how)
- Patrolling method & roster (tower/flags/roving)
- Health and safety issues (sun safety, fluids etc)
- Public image/professionalism expectations
- Radio communications (channels/call-signs)
- SSV use/restrictions/safety
- Constant water surveillance required Note: Reference Club 'Patrol Operations Manual'



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Beach Set Up (Standard)

- Patrol Uniform (all correct)
- Red & Yellow Patrol Flags
- Black & White Surf Craft Flags
- Information Board and Beach Signage erected
- Powercraft (IRB/RWC) positioned (on trailer)
- Powercraft signage erected
- SSV/Vehicle (fully operational – check fuel)
- Rescue Tube/s (and flippers) positioned
- Rescue Board/s positioned
- Patrol Area erected
- Stretcher/Spinal Board & Neck Braces (Access)
- Oxygen Kit (fully operational – check oxygen)
- Defibrillator (check battery/pads/razor/shears)
- First Aid Kits, Splints • Radios (correct channels)
- Binoculars
- PA/Siren/Alarm
- Log Books (Patrol, Incident, Powercraft)

Beach Set Up (Beach Closed)

Lifesaving services that have closed their patrolled area due to dangerous conditions or similar must:

- Advise SurfCom
- Maintain minimum number of personnel (3 Bronzies), qualifications and equipment
- Remove patrol/surf craft flags from the beach
- Maintain beach safety signage on beach (no swimming/ beach closed)
- Maintain IRB/RWC on-beach (response-ready)
- Maintain rescue boards and rescue tubes on beach (rescue ready)
- Continue to monitor radio channels
- Conduct ongoing preventative actions (warn public) and conduct roving patrols
- Maintain consistent beach/water surveillance

SSV Operations

Introduction

SSV operators must hold a current car driver's license Currency: The license must not be expired and not be suspended / cancelled. The license can be provisional or open; not learner.

Provisional license holders should be aware of any towing restrictions – please seek confirmation from the State/Territory road and transport authority.

SSV operators must have undertaken an SSV induction (familiarisation):



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The SSV induction must be completed by your Club Captain, Patrol Captain or a Club Training Officer, familiar with the local SSV unit. There is no formal assessment.

The SSV induction includes a familiarisation with the SSV used at your location, manufacturer's guidelines and standard operating procedures.

The SSV operator's driver license number and the induction date must be recorded on Surfguard.

It is no longer a national requirement to undertake an annual SSV proficiency. Instead, the SSV operator's driving license must be current.

NOTE: Persons who hold a Learners Licence (Car) are not permitted to drive the SSV under any circumstances.

SLSA SSV Code of Conduct. The SLSA SSV Code of Conduct must be read by all persons who wish to operate Club SSVs.

SLSA SSV Code of Conduct

Purpose

This Code of Conduct specifies requirements for All Side by Side Vehicle (SSV) operators as used in lifesaving operations settings.

Act Responsibly with Care and Professionalism

The SSV operator has a responsibility to the patrol, the community and the organisation to act in a responsible and considerate manner before, during and after the operation of the SSV. SSV operators are required to respect the coastal environment, ensuring that minimal impact is made on the environment by keeping to established trails where possible.

Promote a Culture of Safety

SSV operators must maintain the safe operation of the SSV, safety towards the public and themselves. SSV operators must understand their role in assessing risk while operating the vehicle. Promote safety at every opportunity.

The SSV is High Profile

SSV operators must understand that SSVs are regarded as 'high profile' as they attract significant public attention. They are a large, powerful and potentially unstable and hazardous piece of equipment and must be treated with the utmost respect. SSV operators are responsible for maintaining a good public image and observing safe driving techniques at all times. The speed, noise, power and smell of the vehicle can be both annoying and frightening. Respect the right of the public to enjoy their time at the beach.



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Understanding your Limitations

SSV operators must respect and understand their limitations, the operating environment and the capabilities of the SSV. The SSV operator is responsible for operating within their skill level.

Following Operating Procedures

Follow the normal operating procedures as laid down by SLSA training manuals and policy. SSV operators should make themselves aware of relevant State and council by-laws that govern the use of the SSV within their local environment. SSV operators should hold the relevant department of transport licence for operating their club SSV. Read and understand standard operating procedures to keep up to date with current issues. SSV operators have a responsibility to ensure the continued successful operation of this rescue service to the community.

Safety First!

Users

The CLUB SSV shall only be operated by Voluntary Patrol Members of Shellharbour Surf Life Saving Club.

OR

Members approved by the Club Captain and/or Patrol Captain or Club Management representative.

Pre-operation check

Check the fuel level, which should be an absolute minimum of half full. Add unleaded fuel (no oil added) if necessary. Check the oil level. Add oil if necessary. Check tyre inflation. Check for any obvious faults or damage to the vehicle.

General Operation

The SSV must be operated as per the SLSA SSV Code of Conduct and SLSA Policy

- Operators should wear appropriate personal protective equipment, i.e. long-sleeved patrol shirt, patrol shorts, patrol cap, sun hat and protective 100% UV eyewear.
- Members are not to 'hang off' or sit in the back of the SSV while it is moving. The only exception to this is if it is necessary to place a patient in the rear tray and then one member may assist the patient, provided that the SSV moves at a 'dead-slow' pace and the driver and member in the rear tray are in constant contact
- Naturally all NSW road laws are to be obeyed. Operation on the road if necessary is to be of a careful and cautious nature.
- When driving the SSV on the beach great care must always be taken to keep clear of beach users. The speed limit in heavily populated areas and between the red and yellow flags is **5 km/h** and **20 km/h** in unpopulated areas. Be super-vigilant around people, especially young children who can be unpredictable.



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- Great care is to be taken, in relation to keeping the SSV out of the salt water.
- There are not only the corrosive effects, but the vehicle may be 'swamped'. There may be times e.g. Large High Tide when it is not practicable to operate the SSV on the beach, for any type of emergency. If driving for some distance along the beach, then be aware of the tidal conditions and changes.
- The SSV is not to be left running while unattended.

Patrol Operation

During periods when the SSV is being operated at a patrolled beach under the supervision of the Patrol Captain the following equipment is to be located in the SSV storage unit (or with the operator) when the SSV is being operated.

First Aid Kit, Oxygen Resuscitation Unit, Defibrillator, Rescue Tube, Swim Fins, Rescue Board.

Post Operation

At the completion of any beach use, the entire SSV is to be thoroughly cleaned down. This can be achieved via compressed air first (where available), or with careful water use. This covers the top, underneath and tray sections. If the SSV is going to last and be presentable then such preventative maintenance is essential. Washing the 'top' (painted body) with warm soapy water is also advisable.

Fuel

The SSV operates on Unleaded petrol. It has a tank capacity of approximately 34 litres.

The tank must always be an absolute minimum of half full.

There are two spare 20 litre fuel drums for the SSV in the fuel cabinet and at least one of these should always be full.

Damage / Faults

In the event of any damage occurring to the SSV or if there are any faults, then the Club Captain or IRB Captain must be notified as soon as possible either in person, or by telephone or email. In the event that contact cannot be made with one of these people, then contact should be made with a member of the Executive Committee e.g. Club President or Secretary.

In the event that any damage or faults to the SSV leave it unsafe to be operated, then the key is to be removed from the ignition switch and an **Out of Service Tag** clearly placed on it indicating that it is unsafe to be operated. (Suggest Tag applied to steering wheel)

Powercraft Risk Management

(SSV & IRB)



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The **Patrol Captain** is ultimately responsible for all use conduct (and misconduct) during patrol hours.

Mitigate risk by:

- Briefing patrol/personnel before & during patrol
- Only permitted qualified/proficient drivers/crew
- Speed minimised at all times
- Distance from in-water/on-beach patrons optimised
- Headlights and flashing lights always in use (ATV)
- IRB/RWC launching/beaching area signed