



Surf Life Saving Sydney Inc.

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ISSUE DATE: 30th July 2010 **CIRCULAR NO:** 13/10-11

TO: Clubs, Secretaries, Presidents, Captains, Chief Training Officers Attention : Gear & Equipment Coordinators	FROM: John De Cean Peter Quartly PRESIDENT BoL SECRETARY
CC: BOL Management & SLSS Management	

SUBJECT: GEAR INSPECTION INFORMATION SEASON 2010/2011

General

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

SLSS will conduct the Annual Gear Inspection for our Clubs on the weekend of **11th & 12th September 2010**. This Branch Circular is distributed to clubs in conjunction with the SLS NSW Circular 3176 released July 2010.

Prior to this inspection, Clubs and Services will have already entered/updated their Gear and Equipment through the Organisational Management in Surfguard. This is to include deleting any sold or discarded gear and adding any new gear.

For details on how to use Surfguard for Gear Inspection purposes please refer to SLSA Circular Gear & Inspection Requirements (July/August 2010).

Paperwork

Clubs are advised that the Branch office will print from Surfguard the pre-filled gear and equipments lists for all clubs on Wednesday 8th September 2010.

Two (2) copies of each Club's lists will be given to the Branch Inspection Panel from the office for their visits. Each club will be left with a completed set of paperwork at the end of their inspection. The Branch Inspection Panel will keep the second set of papers for Branch records. Clubs are then required to update Surfguard of the completion of the inspection. **This must be completed by 24th September 2010.**

A Gear Inspection award will be presented at the SLSS Awards of Excellence night 2011, with points for the inspection going towards the Champion Club point score.

Any questions relating to the Gear Inspection should be directed to your District Lifesaving Supervisor or the Branch Office.

Gear Inspection Committee

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

Timetable

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

Saturday 11th September 2010 Cronulla/Sutherland and RNP	
Club	Time
Wanda	8.00 am
Elouera	9.00 am
North Cronulla	10.00 am
Cronulla	11.00 am
LUNCH BREAK	
Garie	1.00 pm
Era	2.00 pm
Burning Palms	3.00 pm
Sunday 12th September 2010 Randwick and Waverley	
Club	Time
South Maroubra	8.00 am
Maroubra	9.00 am
Coogee	10.00 am
Clovelly	11.00 am
LUNCH BREAK	
Bronte	12.30 pm
Tamarama	1.30 pm
Bondi	2.30 pm
North Bondi	3.30 pm

These times are approximate and are subject to change.

It is advisable that Clubs be ready for inspection 30 mins prior to these times – if the Gear Inspection Panel is running early.

Clubs are asked to please advise the Branch office prior to inspection weekend of the Club contact name and phone number for the person responsible for the inspection on the day. These contact details will assist in case there is a change to times on the day so contact can be made with the Club in advance.

Equipment and Standards

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

All equipment will be judged to be either:

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

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

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

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

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

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

On the day of inspection

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

- All items that are numbered are to be laid out and placed in number order, ie. rescue tubes, rescue boards, radios.
- Kit items (eg. First Aid, Air Bag Resuscitator) are to be spread out for inspection in the order as per lists.
- The tent, patrol enclosures and patrol screens are available as per Branch requirements.
- Serial numbers are listed on Surfguard

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

Equipment Notes

- Motors will have to be run at gear inspection
- Soft hull IRB's are to be inflated, with floorboards out
- Radios will have to be turned on and tested
- Signage and flags are to be appropriately displayed
- Items must be numbered

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

Approval Stickers

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

NB. In order to increase sticker quality types have been issued. Stickers will now be issued that are specifically for either wet or dry equipment.

Servicing

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

Registrations

The annual registration of current vessels is part of the Gear Inspection process. For all new vessels or transferring registrations, the relevant forms will still need to be completed and returned to SLS NSW. Clubs and Gear Inspectors please refer to SLS NSW Circular 3120 Vessel Registration.

New Equipment

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

END OF DOCUMENT

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

# F		# R		# D		# Stickers	
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FIRST AID ROOM

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

First Aid Room requirements are as per Standard Operating Procedures

ITEM	QTY	Room	KIT#1
Notice Board Showing	1		
1. Appropriate First Aid Charts			XXX
2. Four Basic Checks of the Assembled Airbag			
Examination Couch/Bed	1		XXX
Pillows Plastic Cover & Pillow Case	2		XXX
Blankets – Clean (cotton or woollen)	2		XXX
Stool or Chair	1		XXX
Sink with Preferably Hot & Cold Water	1		XXX
Hand Cleaner/Hand Wash Solution	1		XXX
Paper Towels & Dispenser	1		XXX
Contaminated Waste Disposal Bin	1		XXX
Sharps Disposal Unit	1		XXX
Spinal Board	1		XXX

Storage Cabinet	1		
Alcohol swabs	100		
Triangular Bandage Min 90cm	8		
Crepe Bandage 10cm	6		
2.5cm Conforming Bandage	2		
5cm Conforming Bandage	4		
10cm Conforming Bandage	4		
Wound dressing No 14	4		
Wound dressing No 15	4		
Universal/multi trauma dressing	2		
Non Adherent dressing 7.5cmx10cm	5		
Non Adherent dressing 7.5cmx20cm	5		
Non Adherent dressing 5cm x 7.5cm	5		
Combine dressing (Surgipad) 9cmx20cm	5		XXX
Eye Pads	5		
Burn Sheet (Large)	1		
Burn Sheet (small)	1		
First Aid Pamphlet as approved by Workcover	1		
Band Aids	50		
Adhesive Tape 2.5cm x 5cm (or if not available the next wider size) 3cm x 5cm.	2		
Paper Tape (Micropore) 1.25cm	2		
Dressing Length 6cm x 1m	1		
Saline Ampoules 10ml (eye/wound irrigation)	12		
Shock Blanket/Space Blanket	4		
Gauze Swabs 7.5cm (100's)	2		
Scissors 12.5cm S/B S/S	1		
Splinter Probe Disposable	10		
Dressing Forceps Plastic	2		
Splinter Forceps S/S	1		
Kidney Tray (Plastic)	1		
Safety Pins 12's	1		
Plastic Bag (Small, medium & Large)	2 each size		
Drinking Vessel (disposable)	10		
Disposable Gloves	100		
Equipment Value	-		\$

Signed:

Date:

# F		# R		# D		# Stickers	
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FIRST AID PATROLS

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

ITEM	QTY	KIT#1	Kit #2	KIT#3	KIT#4
First Aid Pamphlet (as approved by	1				
Adhesive Strips	1				
Gauze Swabs 7.5cm x 7.5cm	10				
Crepe Bandages 10cm	2				
Adhesive Dressing Tape 2.5cm x 10cm	1				
Pad Non-Adherent 10x 7.5cm	2				
Eye Pad	2				
Bandage Conforming 7.5cm	1				
Bandage Conforming 10cm	1				
Gloves Disposable in Bag x 10	1				
Blanket Emergency Shock	1				
Safety Pins in Bag Pack of 12	1				
Scissors S/S Sharp/Blunt 12.5cm	1				
1 Paper Tape (Micropore) 1.25cm	1				
Splinter forceps s/s	1				
Alcohol/Antiseptic Swabs	10				
SLS Incident Log Book	1				
Triangular Bandage minimum 90cm	4				
Wound dressing no 15	3				
Combine dressing 9x20cm	2				
Saline Ampoules 10ml (eye/wound irrigation)	8				
Splinter Probe Disposable	5				
Plastic Bags (small, medium, large)	2 each size				
Notepad, pencil/pen	1 set				
Sharps Disposal Unit	1				
Plastic Forceps Dressing	1				
	-	\$	\$	\$	\$

Signed: _____

Date: _____

#	#	#	# Stickers
F	R	D	

PATROL EQUIPMENT

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

= Compulsory Surfguard Information

INSPECTION CHECKLIST	QTY	P / F / R / D
Patrol Area Flags	2	
Patrol Feathers (Optional)	2	
Signs:		
Swimming Prohibited	1	
Surf Craft Prohibited	2	
Surf Rescue Craft Training	2	
Signal Flags	2	
Patrol Shirts – DHL only <i>Note Club's method of patrol uniform distribution, and extras store</i>		
Patrol Shorts – DHL only		
Patrol Caps		
Whistles <i>Note this is included in bum bags</i>	2 (min)	
Swim Fins (pairs)	2 pair	
Blanket <i>In addition to space blanket (spinal equipment)</i>	1	
Emergency Evacuation Alarm <i>Tested (unless provided by Council)</i>	1	
Emergency Evacuation Flag	1	
Loud Hailer/PA System <i>Tested</i>	1	
IRB Safety Signs	2	
Sun Block Cream <i>SPF 30+ - 1 litre for patrol members</i>	2	
Patrol Log (Book) <i>Sample Log to be given to Supervisor</i>	1	
Incident Report Log (Book)	1	
Patrol Shelter/Tent <i>In good working order. with all necessary parts</i>	1	
Tent Pegs (if required)	4/6	
Tent Ropes (if required)	4/6	
Communicable Disease Kit (Patrol Bum Bags) <i>1 x Resuscitation Pocket Mask with one way valve 3 x pair Surgical gloves 1 x pair Disposable Goggles (as per Branch reqs) 1 x Triangular bandage 1 x Notebook & 1 pen/pencil 1 x Whistle</i>	Min 4 or as per Branch reqs.	
Operable Binoculars <i>(7 x 50 or similar)</i>		
SOP / Policy Manual <i>Refer to state requirements</i>		
Spinal Board <i>As per SLSA requirement</i>	1	
Spinal Board Straps <i>Optional as per SLSA requirement</i>	1	
Stretcher <i>Optional as per SLSA requirement</i>	1	
Space Blanket <i>In addition to regular blanket (patrol equipment)</i>	1	

Note: If any of the equipment is provided by the governing authority (e.g. Council) enter "P" for pass.

Signed: _____

Date: _____