

November 2016

To: Club Presidents/Secretaries/Club Captains/Powercraft Coordinators
From: Jayson Norris, Director of Lifesaving
Date: 1 November 2016
Subject: Powercraft Code of Conduct

Due to a current incident on one of our local beaches, Wollongong City Council has contacted Surf Life Saving Illawarra regarding the Code of Conduct for all Powercraft, Vehicle & All-Terrain-Vehicles (ATVs).

A member of the public has stated that they were almost struck whilst we were responding to an incident. This is a timely reminder to all clubs and personnel operating any type of powercraft that the association has in its possession and is in view of the public, that we must be responsible no matter what the situation.

Our powercraft and vehicles are highly visible and we come under a great deal of criticism when we are seen to be doing the wrong thing. We need to ensure the professionalism and integrity are always at the highest level.

Could you please ensure this message is conveyed to all our members so similar incidents do not re-occur.

Attached are the ATV, Wollongong City Councils Lifeguard 4WD Truck Operations & the Powercraft Code of Conduct documents on beach vehicles and safety. Please distribute throughout your club and on club notice boards, as this is what is expected from our Association and Wollongong City Council.



ATV Code of Conduct

Purpose

This Code of Conduct specifies requirements for All Terrain Vehicle (ATV) operators as used in lifesaving operations settings.

Act Responsibly with Care and Professionalism

The ATV 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 ATV. ATV 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

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

The ATV is High Profile

ATV operators must understand that ATVs 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. ATV 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.


Understanding your Limitations




ATV operators must respect and understand their limitations, the operating environment and the capabilities of the ATV. The ATV 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. ***ATV operators should make themselves aware of relevant State and council by-laws that govern the use of the ATV within their local environment. ATV operators should hold the relevant department of transport licence for operating their club ATV.*** Read and understand standard operating procedures to keep up to date with current issues. ATV operators have a responsibility to ensure the continued successful operation of this rescue service to the community.

Safety First!

	PLANT Standard Operating Procedure	Authorised by: S Martin Division: Human Resources Section: WHS
		Version: 2 Risk Rating: Low
		Page 1 of 4 Aurion Code: 4WD

Name of plant & equipment Lifeguard 4WD Truck Operations	
	Main Hazards: <ul style="list-style-type: none"> ▪ Operating near workers /public ▪ Roll over ▪ Operating on uneven Beach terrain ▪ Sand dunes ▪ Under load/ towing Jet ski – beach stand ▪ Driving through water
Minimum PPE REQUIRED –  	
Optional depending on site conditions and operational use-	
SAFETY RULES <ul style="list-style-type: none"> ▪ Only licensed and trained workers are to operate this vehicle ▪ Operator must obey road rules at all time ▪ Seat Belts must be worn at all times ▪ Never run 4WD in a closed space without proper ventilation ▪ Use correct fuel. ▪ Do not add fuel whilst the engine is running ▪ All Mechanical faults are to be reported to workshop. (If in any doubt regarding any aspect of this truck a council mechanic should be called and truck put out of service) ▪ All speeds must not exceed 20km per hour on beach ▪ Do not have any part of body out side of 4WD whilst operating ▪ Always use both hands for steering ▪ Never operate 4WD if under influence of alcohol or other drugs ▪ Must carry Radio for communications all times ▪ Never modify safety guards ▪ Mechanical faults (before or during operation) should be reported to the workshop. If any doubt regarding safe operation, contact workshop mechanic. ▪ Always notify supervisor if brake down has occurred 	
Permits: (associated with task) <ul style="list-style-type: none"> • N/A 	Checklists: (associated with task) <ul style="list-style-type: none"> • Plant pre-operation checklist
Team Training / Skills Required: <ul style="list-style-type: none"> • Low risk Multi tool 	References: operators manual
Relevant Documentation: <ul style="list-style-type: none"> • Risk Assessment: RA 541 Plant and Equipment – Beaches • Hazard Assessment Z15/222754 	

1. PRE-Operation

- Inspect 4WD prior to use. Ensure that:

Document Control – SOP 4WD

Division- Human Resources

Created: 2015 Reviewed: 2016 Next Review: 2019

TRIM Container: HR-130.04.059 TRIM Record: Z12/187744

- The fuel tank is on full
- Seat belts are fully operational and not damaged
- Head lights, hazard lights, brake lights and indicators are working and not damaged
- Horn is working
- Park brake is operational
- Tyres are not worn or deflated
- Windscreen clean, clear and not damaged
- Tow hitch are in working order

2. Operation

- Ensure hand/ park brake is on in the upright position.
- Place key in ignition.
- Ensure 4WD is in Neutral gear to start.
- Turn key clock wise to 1st indicator on ignition to allow dash instruments to show.
- Turn key to second indicator on ignition to start and use right foot to press on accelerator to assist in starting.
- Allow vehicle to warm up for 3-5 mins before use ensuring that garage door is fully opened.
- Ensure truck is in 4WD mode by placing vehicle in neutral gear. Then using smaller gear stick, pull down to engage 4WD High Range (use High range for general driving on beach) small truck picture will light up on dash to indicate vehicle is in 4WD.
- To engage 4WD Low Range, pull smaller gear stick down across to the driver's side and push up. The use of low range 4WD mode is when towing heavy equipment i.e. jet ski).
- Use larger gear stick to engage gear needed ensuring foot clutch is pressed with left foot when changing gears. Clutch is the pedal on the far left side of the 3 pedals.
- Whilst on beach ensure hazard lights are flashing.
- If driving forward care to be taken when driving off as to no one is in the way of vehicle.
- If reversing look over shoulder and use rear view mirror/ side mirrors to see if area is clear of people.
- Once area is clear press foot on accelerator to operate vehicle.
- Excessive speeds to be avoided at all times.
- Speed is to be kept to a minimum of 20km/hr.
- Speed to be limited further when operating in and around flagged area and large crowds.
- Only operate on flat level section of beach.
- Do not drive across sand dunes.
- Drive at 90o up /down hill, ramp and dunes.
- Avoid driving through water, if required to cross a creek the following checks should be undertaken before operation. The consistency of the sand should be checked by walking the nominated area first, this is to avoid 4WD becoming trapped in the sand. The depth of water should not exceed the height of the floor of the 4WD
- When reversing jet ski into water ensure 4WD is not reversed all way into water.

Towing a Jet Ski

- Ensure Trailer is connected securely to 4WD (Follow SOP Hitching and Unhitching trailers).

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- Wind trailer up using jockey wheel.
- Ensure Vehicle is in 4WD.
- Reverse 4WD to Trailer.
- Lower trailer using jockey wheel onto tow ball.
- Ensure trailer is connected correctly and ensure locking clip on trailer is connected.

Towing a Beach Stand

- Connected to the two feet of the beach stand.
- Reverse 4WD up to the Beach stand.
- Place tow rope around tow ball of 4WD so that the front feet of beach stand is clear of the sand level.
- Drive slowly along level section of beach to required position.
- Reverse back slowly to take tension off tow rope and remove from tow ball.
- Take tow rope off feet of beach stand.
- If needed to drive up/ down dunes this is done straight up /down the dune not across it.
- Drive at 90oup /down hill, ramp and dunes.



Towing trapped plant/ equipment from sand

- Ensure vehicle is in 4WD.
- Reverse 4WD up to trapped equipment.
- Connect "Snatch Strap" to tow point or around tow hitch on 4WD.
- Connect other end of strap to trapped equipment on tow pint of ATV or frame on quad bike.
- Place dampener bag over tow strap
- Dig sand out from around trapped equipment to ease removal.
- Ensure people are well away from both 4WD and trapped equipment as strap may break/ come loose.
- Drive 4WD forward to take "slack"/ put tension on snatch strap.
- Drive forward to pull trapped equipment out and tow to a new area on beach.
- Reverse 4WD remove tension on snatch strap and remove.

3. POST-Operation

- Park vehicle on level surface ready for immediate use.

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- Disengage gear to neutral but leaving still in 4WD.
- Ensure Hand brake is on.
- Turn ignition key anti clock wise to off position.
- Leave ready for use again.

End of Day Operations

- Park 4WD on Level surface
- Disengage gear to Neutral
- Ensure Hand brake is on
- Turn ignition key anti clock wise to off position
- Hose down 4WD
- Park 4WD in lock up storage
- Remove key and place in safe storage(as indicated during Site induction)

4. Other

➤ ENVIRONMENTAL CONTROLS

- N/A

➤ CARE AND MAINTENANCE

- Operators are expected to clean the machine after each days use removing any debris and check for damage and fluid leaks
- Maintenance of this plant not outlined above is to be carried out by the workshop or Mobile Plant Mechanic.
- If the plant requires maintenance because a hazard has been identified prior to, during or following operation, the plant is to be tagged out using an "Out of service" tag and the supervisor and effected workers notified.

➤ BREAK DOWN

- Run through pre-start inspection to ensure nothing missed. (Do not tamper with plant/equipment.)
- TAG out plant/equipment (never use a machine that has been tagged out.)
- Notify supervisor.
- Contact or deliver to Workshop for repair.

5. INDUCTION

Induction must be undertaken as per the requirements of Councils Training and Competency of Plant Procedure. The two related documents used are:

- Multi Low Risk Plant and Equipment Induction Record Z16/75508
- Induction/Training Competency Assessment (Part A) Z15/242386

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POWERCRAFT CODE OF CONDUCT

S SAFETY

Ensure the safety of yourself, your crew and the public. Regularly assess risk while operating powercraft and promote safety at every opportunity.

L LIMITATIONS

Understand the limitations of your craft and crew in different conditions. Always aim to maintain a high level of competency.

S SEARCH AND RESCUE

SLS powercraft are part of emergency service operations. Always have your craft ready to respond and follow standard operating procedures.

C CRAFT

Your craft is highly visible. Always demonstrate a culture of safety and respect the rights of others in the water.



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