

RISK MANAGEMENT AND SAFE OPERATING PROCEDURES





SAFETY AND EMERGENCY PROCEDURES

Qualifications and safety guidelines

Instructors are required to have a current first aid certificate and current resuscitation certificate. In addition to this, instructors are required to have qualifications specific to the activity being taught. The supervision ratio, qualifications and safety considerations are listed below for ready reference.

AQUATICS INFORMATION			
Activity	Minimum Qualifications	Ratio	Safety Considerations
Board diving	Level 1 Coach	2:12 (including teacher)	Spinal board located close to diving pool
Canoeing /Kayaking	Flat Water Instructor	1:6 singles 1:7 doubles	PFD type 2 or 3 to be worn
Fishing	Extensive experience Power boat licence for boat fishing	1:10 shore and railed jetty 1:6 boat	PFDs should be available nearby for shore and jetty fishing. PFD type 1 or 2 to be worn for boat fishing
Ketches	As required by vessel's Certificate of Survey	1:8 for years 6/7 1:10 for years 8—12	PFD type 1 or 2 to be worn
Powerboats	Motorboat licence	1:6	PFD type 1 or 2 to be worn
Rowing	Level 1 Coach	1:8 (minimum 2 supervisors)	PFD type 2 or 3 to be worn, powered rescue boat on hand
Sailing	AYF Instructor Certificate	1:6	PFD type 1 or 2 to be worn, helmets recommended
Snorkelling	Level 1 Coach or Austswim plus Level 0 Coach	1:12 pools 1:6 open	
Surfing	Level 1 Coach and experience of the area	1:6	Helmets recommended with fibre glass boards
Swimming	Austswim	Years R—2 1:10 pools 1:6 open water Years 3—12 1:12 pools 1:12 open water	PFD type 2 in areas of poor visibility
Water Polo	Level 1 Coach	1:12	PFD type 2 for poor swimmers
Water skiing	50 hours experience	1:4—6	PFD type 2 to be worn
Windsurfing	AYF Basic Skills Instructor	1:6	PFD type 1 or 2 to be worn

Before teaching students to dive from a board, instructors should ensure that the conditions are safe and that they are properly qualified.

The table below outlines the water depths and instructor qualifications for this activity.

DIVING INFORMATION		
Skill	Minimum Depth	Minimum Required Qualification
Glides <ul style="list-style-type: none"> • Surface glide • Glide to bottom • Glide to bottom from standing position 	Waist high	Austswim Certificate
Forward dives from poolside <ul style="list-style-type: none"> • Seated position • Crouch position • Semi-crouch /standing position • Jumps from poolside 	Shoulder high Head high Extended arm height (1.8m) Extended arm height (1.8m)	Austswim Certificate plus Diving (Level 0) Certificate of diving inservice Level 1 Swim Coach
Deep dives	2.4m	Springboard Diving (Level 1) Certificate

For teaching diving from 3 metres and higher boards, a Level 1 Diving Coach qualification is Required.

Students with Downs Syndrome require a doctor's clearance to dive due to neck injury.

Risk Management Procedures

The Sport, Swimming and Aquatics Unit is committed to providing a working and swimming / aquatic environment that is safe, free of any form of management.

The Unit has an obligation to develop policies and guidelines, procedures and practices in consultation with employees to minimise risks. The Unit also has a duty to provide ongoing training. Employees, including instructors, have a responsibility to maintain a safe working environment and to identify and report hazards.

The following should be considered when identifying potential hazards:

- Could people be injured or made sick by things such as: noise, moving or falling objects (or people), flammable or explosive materials, things under tension or pressure
- Can workplace practices cause injury or sickness? (e.g. are there heavy or awkward lifting jobs, are people properly trained, do people follow correct work practices, is there poor housekeeping (torn or slippery floors, obstacles)?)
- What could go wrong? (e.g. what if equipment is misused, what might people do that they shouldn't, what might make people ill?)
- How might injuries happen to people?
- What are special hazards which may occur only occasionally—for example during maintenance?

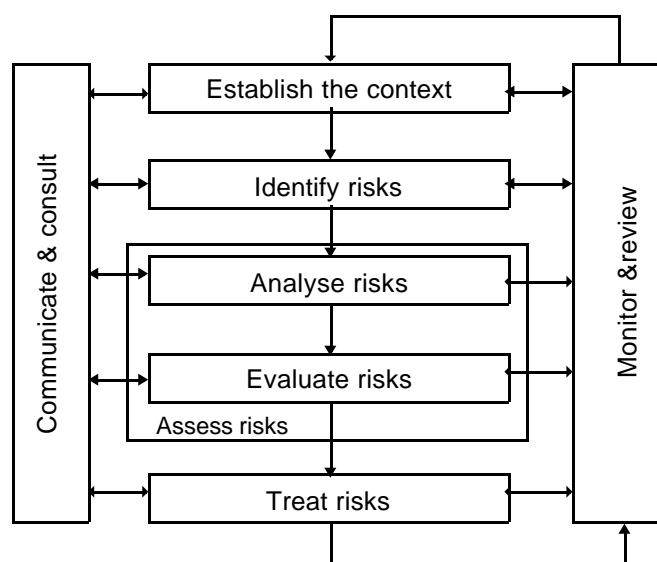
nance or other irregular work?

Hazard Identification

Hazards can be prioritised in to High, Medium and Low, High meaning that it is important that something be done about the hazard as soon as possible, whereas Low means that the hazard does not need to be responded to immediately, but it should be attended to at a future stage. Appendix 1 has an example of a hazard inspection sheet. It can be accessed on www.decs.sa.gov.au/docs/files/docman/risk_man

A hazard identification sheet should be accessible to all instructors to fill out should the need arise, and the priorities acted upon in a timely manner.

An Overview of the risk management process is outlined below.



Safe Operating Procedures

Because of the potential danger of certain water activities, teachers and instructors need to ensure that their duty of care to their students is not breached by incompetent, careless or irresponsible actions.

Medical conditions contribute to the potential risks. Instructors and teachers should be aware that medical problems can arise at any time, and have in place emergency procedures which:

- Try to prevent the emergency from occurring
- Show competency in coping with the emergency.

The development of emergency procedures should be the first task of any teacher or instructor of swimming and aquatics activities. A chart of important steps needs to be prominently displayed (see example provided on p. 57) where activities are to be held.

In determining your emergency procedures you will have to determine the minimum number of competent people required to implement them. Reliable emergency procedures require at least two competent people. It is not reasonable to expect a student under the age of eight to respond appropriately under stress conditions and therefore cannot be considered a “competent” person.

Of the two competent people, one MUST have a current first aid qualification; the other person could be a teacher, instructor, parent teacher’s aid or older student. Regular practice sessions for emergency procedures must be conducted and it is desirable for this to be done early in the first session of a program.

The emergency procedures plan will change if a key person is absent. Make adjustments immediately if personnel change, to ensure that the alternative plan is clear to all people involved.

In the selection of personnel for key tasks attention should be paid not only to their current qualifications but to their capabilities in performing any extra or specific duties.

Although the action after an emergency is essentially the responsibility of the employing authority, the example checklist indicates certain actions and responsibilities of the individuals at the time of the emergency.

It may be necessary to delegate an instructor or teacher to work in, or guard, a deep water area. The area should not be used to teach swimming if a rescue cannot be conducted from the bottom, whether pool, river or lake. If the lack of clarity of the water or extreme depth prevent such a rescue, it must be seriously questioned as to whether such an area is suitable for an approved swimming program. It may be possible to undertake a program using approved Australian Standards PFD buoyancy on the student, which assists in keeping her or him on the surface.

In deep or murky water it may be necessary to improve the student-teacher ratio and to increase the rescue ability.

A boat, surf ski or large tube should be on hand in case of a surface rescue problem.

The availability of mask, snorkel and fins for underwater recovery would be prudent in some deep water areas.

Each centre has its own policy for evacuation and emergency procedures. Instructors in charge need to be aware of those procedures and ensure a strategy is available to return students to teachers and back to school as soon as possible.

All swimming instructors (including Instructors in Charge) must complete an Annual Centre Rescue Update at the commencement of the program. This indicates the water depth at which an instructor is able to teach. A Certificate should be issued to the Instructor indicating his / her ability to competently conduct a rescue.

Emergency procedures are an essential part of any high risk program. **Ensure that you take your responsibility seriously.**

Safety Equipment

It is recommended that the following safety equipment be on hand **at all times**:

- Reaching pole or buoyant throwing aid
- Kickboard for rescues requiring entry into deep water
- Large rubber tubes or surf skis for rescues at a beach centre
- First aid supplies
- Rope separating deep and shallow water
- Roped areas defining where activities are being conducted at beaches, rivers and lakes
- Roped lane separating public from classes at a pool
- Sunglasses, sunscreen lotion, hats and shirts.

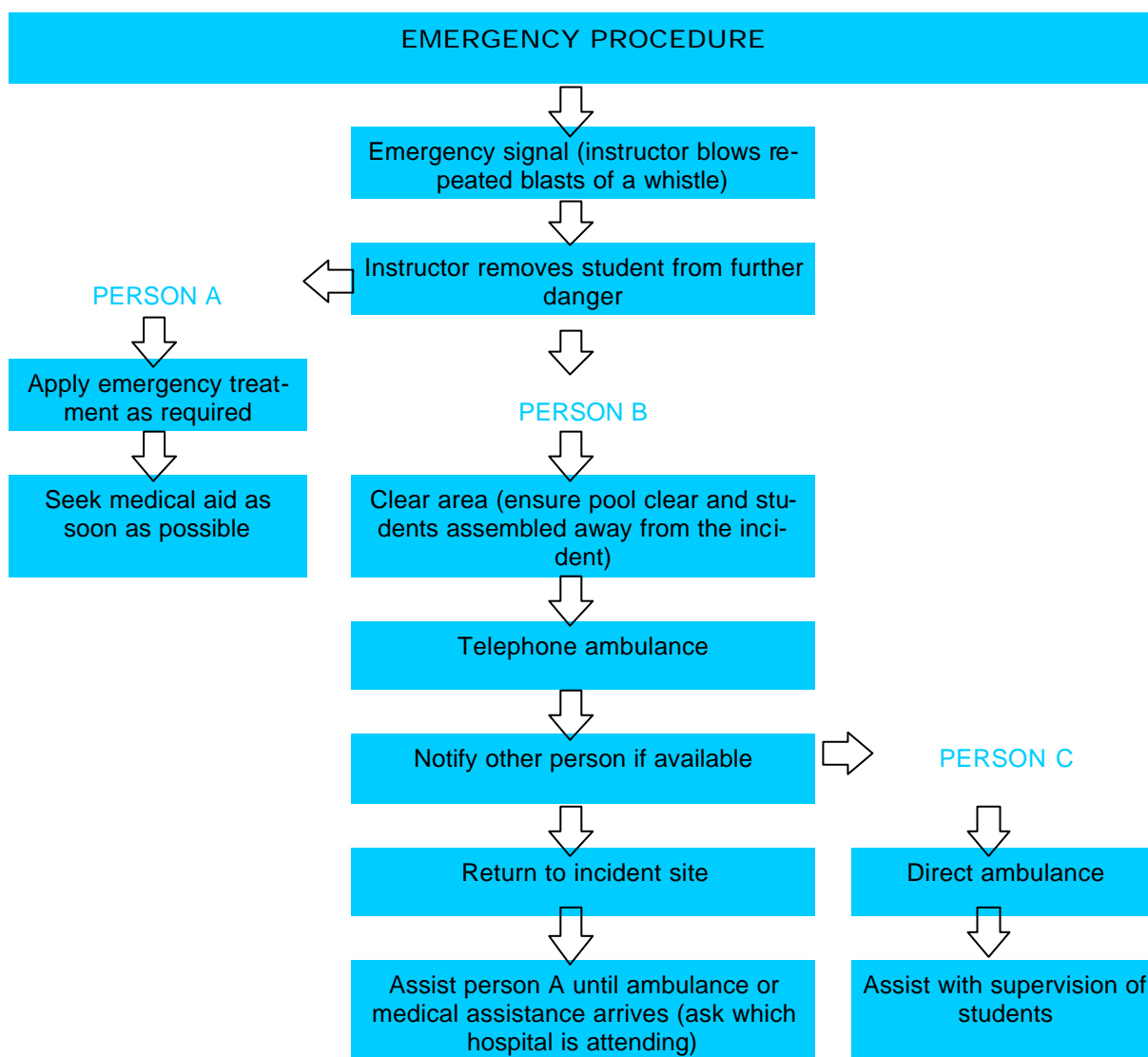
Thunderstorms

In the event of a thunderstorm the following procedure is recommended by the Bureau of Meteorology.

- When the thunder becomes easily audible the storm is within 15 to 28 kilometres. Depending on atmospheric and wind conditions the storm can arrive at your position in as little as 5 minutes.
- As soon as thunder becomes easily audible, remove students from the water and immediately proceed to **dry ground**. Seek shelter in a **hard top** building or vehicle.
- Avoid small structures such as fabric tents, and single or small groups of trees.
- Do not touch or move close to metal structures such as fences or metal clothes lines.
- If your hair stands on end or you hear buzzing from nearby rocks and fences, move to a new position immediately.
- Do not handle long or metallic objects in the open.
- If in the open away from shelter, crouch down, preferably in a hollow with feet together, and remove any metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity.
- If boating, get ashore as soon as possible. If unsafe to do so, seek protection beneath a high

structure such as a bridge or jetty.

- Avoid the use of telephones if possible, because the telephone system can become highly charged. If an emergency call is necessary, make it brief.
- A person who is struck by lightning has a good chance of survival if (after appropriate assessment) cardiopulmonary resuscitation (CPR) is applied immediately and continuously until medical help arrives.
- The storm should pass within approximately 10 minutes. If thunder is no longer easily audible, check the sky in the direction that the storm approached from. If it appears clear (note that there could be a second front), students may return to their activities.



Reporting accidents and injuries

An accident report form, ED155 (www.decs.sa.gov.au/docs/files/communities/docman/1/ed155.dot), must be used in the reporting any accident or injury at a swimming or aquatics centre. In the case of



a student injury, the form should be completed at the centre and then forwarded to the school. The school should then forward the form to Occupational Health Services Unit. Instructors in Charge should keep a record for their own information. An Accident Investigation Report Form, ED 165 (www.decs.sa.gov.au/docs/files/communities/docman/1/ed165.dot) must be completed for **all** accidents which result in a claim.

Instructors

If an instructor is injured while working in a department program, it should be reported using the accident report form (ED 155) within 24 hours if able.

If a worker's compensation claim is likely, the following forms should also be submitted:

- Form 1 – Worker Report Form
- Form 2 – Employer Report Form

These forms, giving details of the accident and the injuries suffered by the employee, should be forwarded to the Manager, Sport, Swimming and Aquatics Unit, Education Centre, 31 Flinders St, Adelaide 5000 immediately after the accident, together with any other comments by the instructor in charge that may assist in consideration of the claim. **A medical certificate must be supplied by a medical practitioner. (see Appendix 3—Instructions for the Lodgement of a Worker's Compensation Claim.**

For further information contact the claims coordinator (Occupational Health Services Unit), telephone (08) 226 1558, facsimile (08) 8232 6403.

Students and teachers

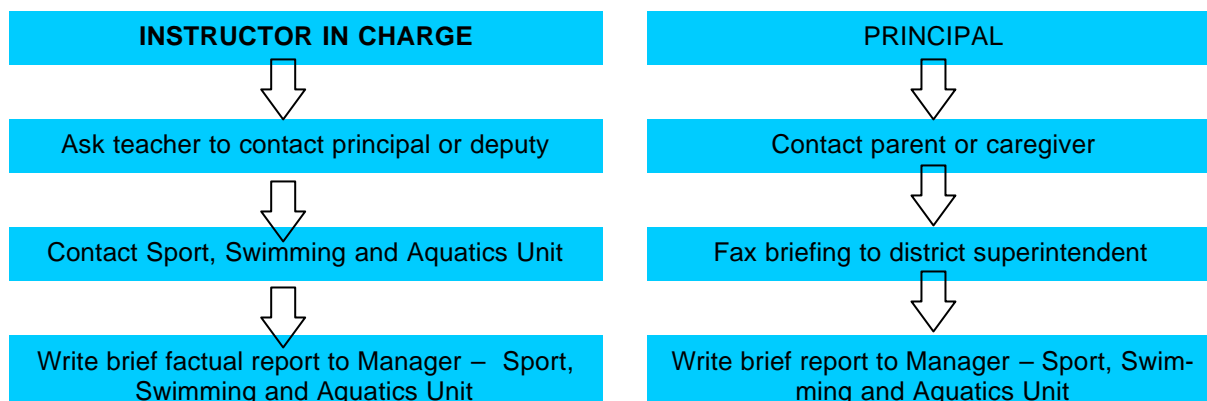
The teacher and principal are responsible for completing accident forms for student and teacher accidents and injuries. The same form (ED 155M) is used as for serious accidents and for accidents and injuries to instructors.

Serious accidents

A serious accident is one that requires more than first aid; for example, hospitalisation.

In the event of a serious accident or death the following procedure is to be followed after the emergency has been dealt with.





Occupational health, safety and welfare considerations

Sun protection and infection control are major occupational health and safety requirements.

It is the responsibility of all swimming and aquatics staff to protect themselves against the sun if they are required to work out of doors, especially during the summer months. Long sleeved shirts are recommended to be worn. In the case of sunglasses and hats, staff may purchase their own and claim reimbursement. The level of reimbursement paid will be the equivalent of the cost of standard items from Supply SA.

Staff must:

- note that exposure of skin to the sun between 10.00a.m. and 2,00p.m. (or 11.00a.m. and 3.00p.m. during daylight saving hours) will cause mild sunburn within 12 minutes (it should be noted that certain skin types may burn faster than this).
- Follow reasonable direction regarding minimising exposure
- Utilise all appropriate protective equipment / materials.

In normal circumstances reimbursement for the purchase of hats and glasses will be made once every three (3) years. It will be the responsibility of employees to replace sunglasses or hats that are lost or damaged during that three year period.

Claims should be made on the General Purpose Claim Form ED161

Forms and receipts should be forwarded to DECS Occupational Health Services Unit, 4th Floor 100 Waymouth St, Adelaide 5000)

** Where there are likely to be numerous claims, site managers are requested to consolidate the claims on to one ED161 form and submit that single form for reimbursement.

Maximum reimbursement rates are:



Hats	\$10.00
Sunglasses	\$20.00

Sunscreen lotion

Sunscreen lotion should be used by all participants in outdoor activities. Sunscreen lotion can be ordered through Supply SA, telephone freecall 1800 150 216.

Items available are:

- 500ml milky lotion (for bodies)
- 100ml milky lotion
- 100gm tube (for faces)
- 12g solar stick (for lips)
- Quadblok

Sunglasses

Sunglasses should be used in sunny, bright or reflective situations. Sunglasses can be ordered through Supply SA, telephone freecall 1800 150 216.

Hats

Hats should be worn during outdoor activities, whenever appropriate. Hats can be ordered through Supply SA, freecall 1800 150 216.

Workplace Hazards

It is the responsibility of all employees to ensure that the workplace is safe and free from hazards. Hazard inspections should be carried out on a regular basis. A summary sheet should be made available in an easily accessible and visible place for staff to be able to record any issues. (An example of a Hazard Inspection Summary Sheet is located in Appendix 1). For hazards that have been identified a rating of High to Low should be allocated to each of the, High Indicates that immediate attention is required and low indicates that the hazard does not require immediate attention. Should the worksite be a community pool then it would be advisable for the Instructor in Charge to liaise with the Pool centre management as to how matters relating to Health, Safety and Welfare of instructors and students can be addressed.

A "Safety Inspection Checklist—Swimming Pool" form is located in Appendix 2. This form is appropriate for use by Aquatics Centres as well as school pools to assist in developing Occupational Health Safety and Welfare Plans as well as identifying potential hazards.

Disinfecting snorkel mouthpieces and masks

As recommended by the Department of Human Services—Environmental Health Services Division, regarding an economical and effective method of sanitising snorkelling equipment:



After each use, the snorkels and masks are:

1. Rinsed with reticulated water containing mild detergent and scrubbed (lightly using a nylon brush)
2. Soaked for at least 10 minutes in a solution containing 500mL of sodium hypochlorite in 40L of reticulated water
3. Rinsed in fresh reticulated water.

An alternative source of disinfectant is “liquid chlorine” containing approximately 10% (100g/L) sodium hypochlorite. To maintain the concentration, use 200mL to 40L of reticulated water.

It is safest to always add the chemical to the water.

All containers of water and the chlorine-based solution should be appropriately discarded at the end of each day.

Bowel Incontinence in swimming and spa pools

(from P31—32 of Inspection and Maintenance of Swimming Pools and Spa Pools Regulations)

Management practices for persons with incontinence:

“It is important for pool operators to discuss the management issues with the person arranging the attendance of persons with incontinence with a view to providing the best possible outcome for all parties.

Some management practices for consideration could include:

- Toileting prior to entering the water
- Periodical toileting during the period of time whilst at the pool
- Undertaking water activities prior to food consumption
- Wearing of incontinence pads and water-proof undergarments under the bathing costume
- Providing of specific time allocation when the pool is not subject to heavy loading
- Exclusion of the public for certain periods
- Setting aside a portion of the pool for persons of impairment
- Provision of purpose-built facilities

Decontamination procedures for incontinence discharge:

The following procedures should be adopted in the advent of an accidental or deliberate discharge of faecal material into the swimming pool or spa pool water.

- Have all persons exit the pool water
- Turn off the water circulation system
- Remove as much of the solid faecal matter as possible by the use of a scoop or similar device.

For liquid faeces, vacuum the affected area to waste

- Super-disinfect the affected area by hand dousing
- Turn the water circulation system back on
- Do not allow persons back in to the pool water for at least 15 minutes.”

Centre Occupational Health, Safety and Welfare Issues

Induction

Instructors in Charge MUST ensure that beginning instructors are taken through a process of induction. This includes;

- The management structure of the centre
- Assessment and reporting of students
- Accident and emergency procedures
- Occupational health, safety and welfare issues including hazard reporting
- Behaviour management
- Emergency evacuation plan
- Performance management

Some centres, particularly aquatics centres, may have developed their own health and safety Guidelines. It is important that instructors make themselves familiar with these guidelines and adhere to them.

