



Point Lonsdale
Surf Life Saving Club

All Terrain Vehicle Training & Assessment Package

Version 2.0 – September 2010

Introduction

The Point Lonsdale Surf Life Saving Club All Terrain Vehicle Training and Assessment Package is a comprehensive document which covers all aspects of Training and Assessment of 'Club aspects' related to the operation of Club ATVs and for the SLSA ATV Operator Certificate.

Components

There are 5 sections to this Package:

- 1. SLSA ATV Code of Conduct**
The SLSA ATV Code of Conduct must be read by all persons who wish to operate Club ATVs.
- 2. Club Policy**
The Club Policy section must be read by all persons who wish to operate Club ATVs.
- 3. SLSA Policy**
The SLSA Policy 4.5 – Policy Statement All Terrain Vehicles must be read by all persons who wish to operate Club ATVs.
- 4. Notes to accompany the SLSA ATV Operator Certificate Learner Guide**
This section provides clarification on which aspects of the Learner Guide are applicable for the Club ATVs and specific detail on operating procedures / manufacturer's guidelines in the operation of the Polaris Ranger 800 6x6 ATV.
- 5. SLSA ATV Operator Certificate Learner Guide**
The Learner Guide must be completed in full (pages 2 to 38) by all persons who do not hold the SLSA 'ATV Operator Certificate'.
The Learner Guide must be satisfactorily completed before permission will be granted to operate a Club ATV.
This Policy must be signed and all relevant sections completed before permission will be granted to commence practical training / operation of a Club ATV.



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 !

POINT LONSDALE SURF LIFE SAVING CLUB ALL TERRAIN VEHICLE (ATV) POLICIES AND OPERATING PROCEDURES

Purpose

To ensure that the Point Lonsdale Surf Life Saving Club's ATVs are operated according to Club, Life Saving Victoria and Surf Life Saving Australia policies and operating procedures to :

1. Maintain a positive and favourable public perception of both the Club and in those that operate the ATVs.
2. Minimise the chance of injury to Club members and members of the community.
3. Minimise the chance of damage to Club gear and equipment.
4. Maintain longevity of the ATVs.
5. Minimise additional expenses to the Club.
6. Assist to make the movement of lifesaving and other Club gear and equipment easier and reduce the chance of manual handling injuries for the Club's Voluntary Patrol Members, Paid Lifeguards and Club Members.
7. Ensure we can assist Victoria Police and Ambulance Victoria as detailed in the Emergency Management Manual.

Scope

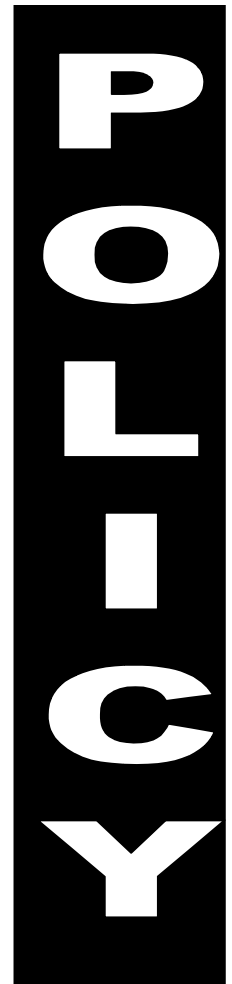
Point Lonsdale Surf Life Saving Club Voluntary Patrol Members, Paid Lifeguards on patrol duty at the Santa Casa Beach Queenscliff and the Back Beach Point Lonsdale and Club Members.

Policy

1. History

In December of 2004, the Club obtained it's first ATV – a Cub Cadet Big Country 6x4 with 2/3 funding through the State Government's CSESP and 1/3 from Club fundraising efforts.

In July of 2010, the Club obtained a further CSESP Grant for 2 Polaris Ranger 6x6 ATVs - a replacement ATV for above and a second ATV, so that both Point Lonsdale and Queenscliff could have their own ATV.



INDEX

EFFECTIVE
DATE:
29/11/10

2. Primary Function

The primary function of the ATV is to assist Volunteer Patrol Members and Paid Lifeguards to move heavy lifesaving gear (ie. IRB and IRB trailer) onto and off the Back Beach at Point Lonsdale and the Santa Casa Queenscliff.

3. Secondary Role

It may also be utilised to assist with the movement of heavy Y&LD (Nipper) gear and equipment on and off the Santa Casa Beach from the Santa Casa Beach Base.

4. Tertiary Role

During the period when the Back Beach is not patrolled, (ie. From Easter until November) the 'Point Lonsdale ATV' will be stored in the LERT Shed at the Clubrooms, to assist with callout duties.

5. Other Roles

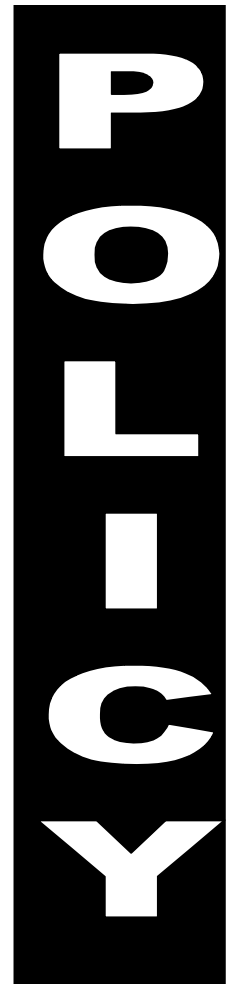
With the approval of the Club's Operational Vehicle Officer, or LERT Captain (during off season), or Senior (on-duty) Paid Lifeguard, or Patrol Captain (during Voluntary Patrols at the Back Beach) or Club Captain, or other member of the Club's Executive Committee, the ATV may be utilised for roles including :

- 5.1 The movement of club gear and equipment from the Clubrooms to the Back Beach Base (or vice versa).
- 5.2 To assist Victoria Police and Ambulance Victoria (or other Emergency Service Organisation) within the Point Lonsdale and Queenscliff area, or wider area (s) as deemed appropriate.

6. Authorised Operators

No person shall operate the ATV without having completed all requirements as detailed in the Club's ATV Training and Assessment Package which includes holding the SLSA ATV Operator Certificate.

The ATV shall only be operated (driven) by persons 18 years and over, who hold a Full Victorian Drivers Licence (Car).



INDEX
EFFECTIVE DATE: 29/11/10

Persons who hold a Probationary Licence (Car) are only permitted to operate the ATV, if they have written permission from the Club's Operational Vehicle Officer.

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

Persons operating the ATV shall at all times obey normal road rules and regulations, such as obeying traffic signs, drink driving laws etc. etc.

The ATV shall only be operated by Voluntary Patrol Members of the Point Lonsdale Surf Life Saving Club, **APPROVED** Paid Lifeguards on patrol duty at Queenscliff or Point Lonsdale, Committee Members of the Point Lonsdale Surf Life Saving Club or other members of the Point Lonsdale Surf Life Saving Club who have written permission from the Club's Operational Vehicle Officer.

7. Pre-operation check

Check the fuel level, which should be an absolute minimum of half full. Add unleaded fuel (no oil added) if necessary.

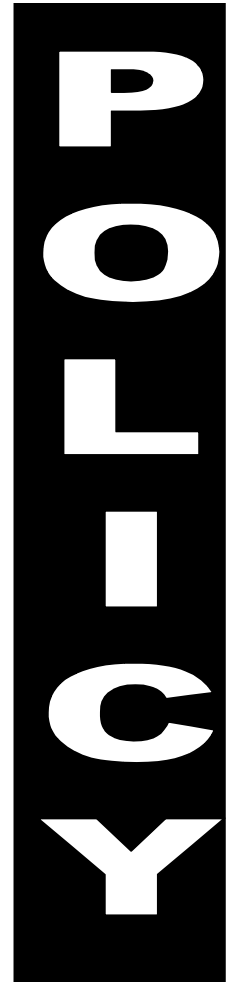
Check the oil level. Add oil if necessary.

Check for any obvious faults or damage.

8. General Operation

The ATV must be operated as per the SLSA ATV Code of Conduct and SLSA Policy 4.5 – Policy Statement All terrain Vehicles, including :

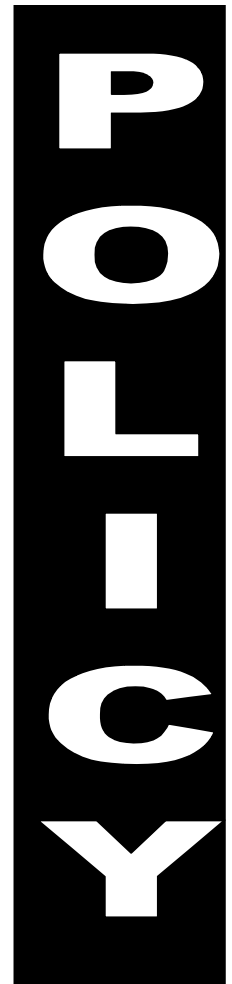
- 8.1 Operators should wear appropriate personal protective equipment, i.e. long sleeved patrol shirt, patrol shorts, protective 100% UV eyewear and closed in shoes (crocs are permissible, but runners / boots are more appropriate).
- 8.2 Members are not to 'hang off' or sit in the back of the ATV while 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 ATV moves at a 'dead-slow' pace and the driver and member in the rear tray are in constant contact.



INDEX

EFFECTIVE
DATE:
29/11/10

- 8.3 Naturally all road laws are to be obeyed. Operation on the road is to be on of a careful and cautious nature.
- 8.4 We have a special (conditional) Vic Roads registration for the ATVs
It allows for the 'Point Lonsdale' ATV to be driven along Ocean Road and Buckleys Road to travel between the Back Beach and Clubrooms.
The 'Queenscliff ATV' can travel along Henry Street. Any use on roads other than these must be in a rescue situation, or when assisting Victoria Police / Ambulance Victoria
- 8.5 When driving the ATV 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.
- 8.6 Pre planning and surf awareness must be applied to ensure that direct salt water contact is avoided at all times.
- 8.7 Great care is to be taken, in relation to keeping the ATV out of the salt water. There is not only the corrosive effects but the vehicle may be 'swamped'. There may be times eg. Large High Tide when it is not practicable to operate the ATV 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
- 8.8 The red beacon (flashing light) is to be utilised when operating in heavily populated areas, when responding to an emergency, or for scene safety. Activation of this does not permit the ATV to break road rules eg. Speed limits.
- 8.9 The beach is an environmentally sensitive place. The ATV should keep to roads or tracks and out of fenced rehabilitation regions.



<p>INDEX</p> <p>EFFECTIVE DATE: 29/11/10</p>
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- 8.10 The keys are never to be left if the ATV while it is unattended. Please store the keys in the locked key safe.
- 8.11 The ATV is not to be left running while unattended.
- 8.12 For Paid Lifeguard / Patrol period use, the ATV must not be left on the beach while not in use. Once it has been used to take equipment on / off the beach it is to be returned to the Beach Base, where it can be stored out of direct sunlight and where it is more protected from the salt / sand environment.
- 8.13 The ATV log book is to be completed each time the ATV is operated.

9. Patrol Operation

During periods when the ATV is being operated at a patrolled beach the following equipment is to be located in the ATV storage unit (or with the operator) when the ATV is being operated.

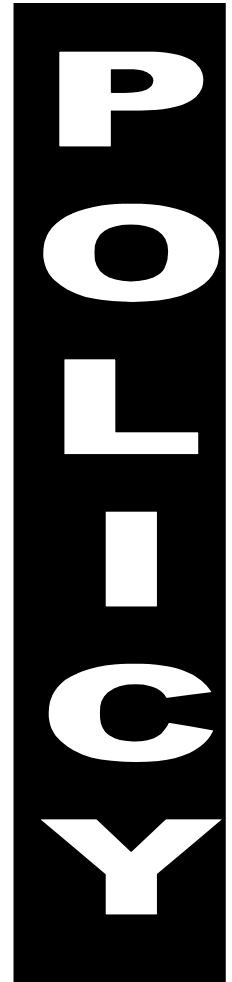
- 9.1 First Aid Kit
- 9.2 Oxygen Resuscitation Unit
- 9.3 Rescue Tube & Fins
- 9.4 Rescue Board

10. Post Operation

At the completion of any beach use, the entire ATV 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 ATV 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.

11. Fuel

The ATV 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 ATV and at least one of these should always be full.



INDEX
EFFECTIVE DATE: 29/11/10

Utilise normal Club fuel purchase procedures to purchase fuel, or if this is not possible, purchase and keep a receipt to claim reimbursement.

12. Damage / Faults

In the event of any damage occurring to the ATV or if there are any faults, then the Operational Vehicle Officer must be notified as soon as possible either in person, or by telephone.

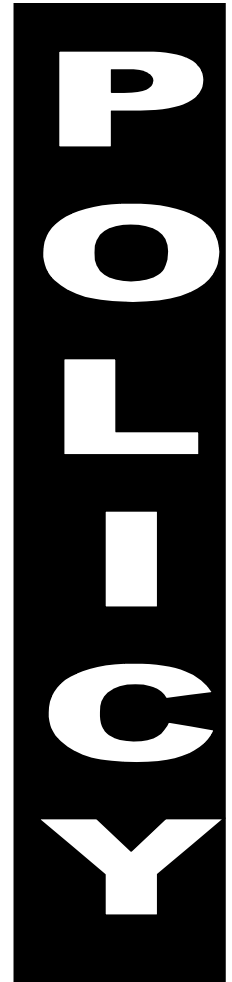
In the event that contact cannot be made with the Operational Vehicle Officer, then the Club Captain or Club Vice Captain are to be contacted. In the event that contact cannot be made with one of these people, then contact should be made with a member of the Executive Committee eg. President or Secretary.

In the event that any damage or faults to the ATV leave it unsafe to be operated, then the keys are to be removed and a sign clearly placed on it indicating that it is unsafe to be operated.

13. Keys

The main set of keys for the ATV shall be located as follows :

- 13.1 Located in the glove box of the ATV.
In the glove box, there is a large red/yellow block of wood which has a Borough of Queenscliff reserves padlock master key. This key should open virtually all Council padlocks at reserves.
Please be sure to keep this safe and to relock the padlock when exiting.
- 13.2 A spare key shall be located on the key board in the Office.



INDEX
EFFECTIVE DATE: 29/11/10



SURF LIFE SAVING AUSTRALIA

POLICY STATEMENT

All Terrain Vehicles

**POLICY
NUMBER
4.5
JULY
2007**

SCOPE

All State and Club Lifesaving, Sport and Event operations that employ the use of All Terrain Vehicles (ATV) to assist in the delivery of the operations must ensure the equipment, operators and use of the ATV comply with SLSA ATV Operating Procedures

BACKGROUND

All Terrain Vehicles (ATV) have become an important piece of equipment used by surf lifesavers in maintaining efficient and effective water safety, surveillance and search and rescue operations. The use of ATV's was largely by 4WD vehicles however, design and cost improvements now provide for a range of powered mobile vehicles to be operated on and around the beach environment.

For the use of ATV's a number of hazards to members and the public are identified and must be controlled or reduced to acceptable levels. Adherence to this policy and associated operating procedures will assist to maintain a safe operating environment.

RESPONSIBILITY

The Club Lifesaving Directors/Officers are responsible for the implementation and compliance to this policy.

SLSA and State Centres are responsible for validating compliance to this policy and associated operating guidelines.

REVIEW

This policy is to be reviewed by SLSA in a period not exceeding 24 months or if approved ATV equipment is modified or added to the list.

GENERAL CONDITIONS

Clubs may only purchase and operate ATV equipment that has been approved by SLSA and is maintained on the approved supplier lists.

SLSA ATV Operating Procedures

1. INTRODUCTION

All Terrain Vehicles (ATV's) enable suitably qualified surf lifesavers to be more mobile and capable of quickly responding to emergencies both inside and outside the patrol area.

The following information gives advice on the safe use of all-terrain vehicles (ATV's).

It covers the two main groups:

1. Sit-astride machines with handlebars where the rider uses body movements to help control the machine.
2. Sit-in machines, usually with a steering wheel, where the driver sits in a conventional seat and there is generally seating for one or more passengers.

2. DEFINITIONS

The procedures in this document govern the use of All Terrain Vehicles (ATV's) for surf lifesaving purposes, including:

- 4WD Vehicles (cars and light utility vehicles)
- 2WD & 4WD Bikes
- All Terrain Vehicles (i.e. Gators, Rhinos, Polaris)
- Other vehicles that may be used in a lifesaving support role, however, not including tractors or other vehicles used solely to take equipment on and off the beach.

3. DRIVER QUALIFICATIONS

Essential

Operators shall be 17 years of age and hold a current and proficient:

- Driver's License (Provisional or Open)
- Award Holder
- Four Wheel Drive Vehicle/ATV Operators Induction appropriate to the vehicle being operated (Refer Section 14)

Desirable:

- Senior First Aid Certificate
- Advanced Resuscitation Certificate
- Advanced Driving course appropriate for 4WD/ATV vehicles

4. EQUIPMENT

The vehicle shall carry the following lifesaving equipment:

- First Aid Kit
- Oxygen Equipment
- Rescue Board
- Rescue Tube
- Communications / radio equipment applicable to the area of operations (i.e. handheld radio or base unit mounted to the vehicle)

Additional equipment that may be considered depending on vehicle and local requirements:

- Stretcher
- Flippers
- Defibrillator
- Blanket
- Loud Hailer / PA System
- Stinger Kit in high risk periods (North Queensland beaches)

Any modifications including roll bars, carry racks and storage containers must adhere to manufacturers guidelines and carried out in consultation with the manufacturer or dealer.

4.1 MOUNTED EQUIPMENT

When selecting mounted equipment, make sure it is within the manufacturer's approved weight limit, with a low centre of gravity, and controls which are easy to operate but do not create a hazard. Where equipment is added to one end of the machine, add ballast at the other end to maintain stability.

Loads carried on racks must be secured, eg with ratchet straps, and be evenly balanced between the front and the rear, except where they are deliberately altered to aid stability when going up or down a slope.

Only tow a load from the hitch point. Loads towed from other points such as the rear rack have caused sudden rear overturning even on slight slopes or with slight acceleration. Ropes or chains should not be used to drag a load where they can become caught on a wheel. This might lead to entanglement with the brake cable, causing unexpected braking.

Roller bars, lap straps and weather cabs: -

- Roll bars are not recommended for sit-astride ATV's. Research has shown that they are more likely to increase injuries by obstructing the rider either when thrown off or jumping off during an overturn. This causes the rider to fall to the ground alongside the ATV and increase the likelihood of injury.

- Lap straps should not be fitted to sit astride ATV's as they prevent active riding and would be lethal without a full cab or roll cage.

- For sit in ATV's (eg Yamaha Rhino) seatbelts must be worn where they are fitted.

Weather cabs restrict a rider's ability to jump clear in an overturn. The rider is likely to be crushed within the cab unless it is strong enough to stand the forces involved. Carefully assess the risks for your particular conditions of use before fitting any such structure and consult the manufacturer for information.

5. PERSONAL PROTECTIVE CLOTHING

Operators shall at all times wear the following Personal Protective Equipment whilst operating an ATV:

- Helmet – if required by local/state law
- For Sit Astride ATVs - Enclosed shoes with hard sole, sand shoes would be appropriate
- Minimum of a shirt (Patrol shirt during patrol duties)
- Minimum of shorts (Patrol shorts during patrol duties)
- Protective, 100% UV, eyewear

6. SPEED, LIGHTS AND REVERSING BEEPER

ATV's shall not exceed 20km/hr under normal operating conditions.

The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and Hazard Lights shall be "on" at all times whilst the vehicle is operating.

An amber flashing light, with 360 degree visibility to beach users, shall be fitted to the vehicle and "on" whilst the vehicle is operating.

An audible reversing beeper shall be fitted to all ATV's that have a reverse function.

7. COLOUR & SIGNAGE

Colour Scheme

The preferred colour scheme for ATV's shall be red or yellow.

Identification shall be placed on the vehicles in the form of the words "Surf Rescue" (150mm) on the front, sides and rear of the vehicle. Writing should be red in colour (or yellow where an ATV is red in colour).

Signage

For any vehicle that comes with labels containing important safety information, the labels shall be considered as permanent parts of the vehicle. If a label comes off or is hard to read, contact the dealer of that equipment for a replacement.

Sponsorship signage shall not interfere with the visibility of identification and safety information.

8. MAINTENANCE

Maintenance shall be carried out in accordance with manufacturer's instructions, although, more regular maintenance will be needed to combat the harsh conditions of operating in a beach environment. The condition of the equipment also reflects and affects the image of the association and the operators shall ensure the vehicle is in good condition at all times.

Tyre Pressures

Tyre pressures shall be checked daily. Use of a gauge that is designed for accurately measuring and displaying low pressures shall be used.

Tyre pressures shall be within the specification and operating conditions recommended by the manufacturer.

Brakes and Throttle

Check that the brakes give a safe straight stop and that the throttle operates smoothly in all steering positions. Brakes other than disc brakes can have a relatively short life unless regularly and effectively maintained.

9. FUEL AND OIL

Fuel shall be used in accordance with the manufacturer's guidelines and shall be stored in an appropriate container in a suitable location. Legislation Regulations and Codes of Practice (Australian Standards, Local Authorities, etc) must be complied with.

ATV's shall not carry extra fuel. All re-fuelling must be done in an appropriate location off the beach.

Fuel levels should be checked at pre-operation and post-operation. Fuel tank should be filled prior to use. Refuelling should occur in a designated refuelling area away from a beach environment. Manufacturers guidelines and Material Safety Data Sheets shall always be followed when using all types of fuel. The following safety guidelines shall be adhered to:

- Never dispense fuel near open flame or while anyone is smoking or operating a mobile phone or radio in the vicinity.
- Always store fuel in appropriate storage facility with fire protection strategies.
- Always have a fire extinguisher available when dispensing fuel.
- Always clean up spills, in particular any fuel spilt into the vehicle.
- Never add fuel to oil always oil to fuel.

10. PASSENGERS

NEVER carry a passenger on a sit-astride ATV. The long seat is for operators to shift their body weight backwards and forwards for different slope conditions NOT for carrying passengers. SLSA prohibits the carrying of passengers except where a machine is suitable for that purpose eg two designated seats or where approved and specified by the manufacturer.

Passengers may not travel on any equipment/trailer that is being towed behind an ATV. Extra movement can make the machine unstable.

Only appropriately trained/inducted personnel or suitably qualified patrol members should be carried as passengers in a sit in ATV (in an emergency a patient may be transported in the sit in ATV).

11. ROADWAY AND BEACH USAGE

Legislative requirements and road rules must be complied with at all times when the vehicle is driven on a roadway and/or beach. Permits will also be required from the Police to operate on the road.

A permit will be required from the local authority to operate the vehicle on the beach.

12. ACCIDENT REPORTING

All accidents must be reported to the appropriate officer of the Surf Life Saving Club or Service (President, Club Captain, Transport Officer, and Supervisor) immediately following the accident.

All information must be obtained at the scene of the accident if possible including the names and addresses of people involved, vehicle types and registration, photographs and/or diagrams of the incident.

Police must be notified in the event of a major accident (involving significant damage to the vehicle or property >\$1000), multiple vehicle collision or the injury of a person.

Insurance guidelines which apply to the vehicles, property and/or persons should be complied with and the necessary claims lodged.

13. VEHICLE SPECIFICATIONS

The minimum engine size for lifesaving operations is 400 cc (cubic centimetres) for sit astride ATVs.

The ATV should also be able to operate in Four Wheel Drive (4WD) to allow greater traction in sand.

14. INDUCTION TRAINING REQUIREMENTS

All active ATV operators must complete an ATV Operators Induction Course in accordance with the below guidelines. This operator's induction is necessary to:

- Ensure ongoing competency of members in their field of training and activities
- Maintain the standards of knowledge and expertise of ATV operators
- Satisfy legal and statutory requirements
- Reinforce and maintain our service commitment to the bathing and beach-going community

14.1 Minimum Induction Requirements:

To operate an ATV, members must successfully comply with and/or complete the following:

- The applicant must be a minimum of 17 years old on day of induction
- Hold a current and valid state Driver's License (not Learners permit)
- Be a current member of an affiliated SLSC
- Are competent in ATV operations (completed the SLSA ATV Operators questionnaire, assessed practical skills by state approved person)
- ATV operator to be entered into Proficiency Book/or Card. (SurfGuard does not yet allow electronic record)
- ATV Operator to comply with additional State/Territory requirements

All existing and new operators must successfully complete the ATV Operators Induction prior to operating an ATV.

State Directors/Chairperson of Lifesaving may at their discretion require additional competency assessment in cases where there is doubt of a member's competency. Member may be requested at any time during the season to complete an additional proficiency check by an authorised state official.

A member who fails a proficiency check at any time during the season is deemed to be non-proficient until such time as proficiency is successfully completed.

Each State/Territory will be responsible for prescribing the appointment of Facilitators for the operator's induction any subsequent proficiency assessment/check.

15. PRE-OPERATIONAL PROCEDURES

General Safety Principles

Pre-Operational Checks

- Always check the daily logbook prior to daily use.
- Check fuel levels and fill up if required;
- Check tyre inflation is correct;
- Check steering functions is normal;
- Check rescue equipment is sound and fastened safely;
- Check that flashing beacon, reversing beacon and headlights are functional
- Complete last visual check
- Pre-operational checklists must be completed and signed by the Patrol Captain (or their Vice) prior to the ATV undertaking operational duties