

<b>SECTION NO: LS 0018</b>	<b>SUBJECT: VEHICLE OPERATIONS</b>	
<b>AUTHORISED BY: State Lifesaving Committee</b>		
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## SURF RESCUE VEHICLE OPERATIONS

- Surf Rescue Vehicles shall be driven by qualified personnel, approved by the Club and/or Patrol Captain.
- Patrol members shall have a sound knowledge of the basic lifesaving equipment that the vehicle carries and where the equipment is stored.
- Local Council Ordinances on beach operations shall always be observed, particularly with regard to speed limit and the coastal dune areas.

**Clubs should have available their Local Council's By-Laws with reference to vehicle operations within bathing reserves for all Vehicle Operators.**

- The following rescue/safety equipment shall be carried:-
  - First Aid Kit
  - Stiff neck collars (various sizes)
  - Oxygen equipment/air viva
  - Rescue tube/flippers
  - Rescue board
  - Handheld or mounted radio
  - Orange flashing light
- Recommended that all vehicles have –
  - A long handled shovel
  - An air jack (exhaust operated)
  - Jumper leads
  - PA/loud hailer
  - Carry racks/roll bars
  - Stinger kit and vinegar
  - PPE
- All unauthorised vehicles and trailers are to be removed from the beach immediately after Surf Club tasks are done, e.g., towing boat to water for training, setting up patrol on beach etc.
- Clubs shall gain council/police permits for all club vehicles being used on the beach. Council permits are to be clearly displayed on the vehicles.
- **NOTE: All IRB Trailers MUST be registered with Queensland Transport**

# PROCEDURES FOR TOWING OF SURF LIFE SAVING EQUIPMENT ON TRAILERS

## Towing Practice

Towing a trailer isn't really that difficult but does require a great deal more care. Remember, that by the simple action of coupling up your trailer, your vehicle has become heavier, and longer. It will be harder to move and very much harder to stop, so don't forget to allow extra time and space for all maneuvers, including overtaking and turning.

## Vehicle specifications (know your limit)

For many years every vehicle manufacturer has specified the load their vehicles can tow. Typically this information is included in the vehicle's handbook and is given as the:

- maximum weight of a trailer without brakes,
- maximum weight of a trailer with brakes, and the
- maximum tow ball load.

These specifications are essential to the selection process as they represent the absolute limits the vehicle can safely tow.

A tow vehicle has a tow bar and ball. The trailer has a towing coupling that connects with the tow ball to allow sideways and up and down movement of the trailer while it is being towed.

A safety chain prevents the trailer coming loose if this mechanism fails accidentally.

The brake and indicator system from the car are connected to the trailer lights, by an electrical socket that can be disconnected when the trailer is not in use.

This board can be removable or lights may be fixed to trailer.

## Towing speeds

Some vehicle manufacturers impose reduced speed limits when towing. This may be across the board or it may be when the weight of the trailer exceeds a certain limit. Where such limits apply, this typically means that the vehicle is restricted to a maximum of approximately 80km/h, so it's important to factor this into your purchase decision, particularly if you are intending to tow a trailer long distances.

## **Winches**

Trailers have winches to pull the boat out of the water and back onto the trailer. They can be electrical or mechanical. New winches have straps that are resistant to corrosion. Older winches have galvanised cable which was prone to corrosion. The winch cable has a shackle and eye bolt which connects to the boat, as well as a safety chain to hold the boat on the trailer while being towed.

## **Trailer Fittings**

Other trailer fittings include a jockey wheel to help move the boat and trailer around, lights, registration plates, safety chains, rollers and runners to allow the boat to slide off, brakes, grease seals, springs, axle and U bolts this must all be checked prior to towing. Tie down straps keep the boat /RWC on the trailer while towing. Make sure you check with manufactures book as the best place to tie down.

All States and Territories require the use of safety chains. Safety chains must be strong enough to hold the trailer should the trailer coupling accidentally disconnect, and comply with the appropriate Australian Standard. Trailers up to 2500 kg ATM are required to have one safety chain while trailers from 2500kg to 3,500 kg must be fitted with two safety chains. The “D” shackle used to connect the safety chain to the vehicle’s tow bar must have a load rating equivalent to that of the safety chain. Safety chains must attach to the main frame of the tow bar, not a removable part such as the tow bar tongue

## **Maintenance of Boat trailers**

While boat trailers are generally of fairly simple construction, the environment in which they operate is particularly harsh, and therefore special attention to their maintenance is required.

Salt water in particular is very damaging to virtually every part of a boat trailer so it’s important to wash the trailer with fresh water to remove as much salt as possible before it is stored. Non-galvanized components should be kept painted to protect against rust and the whole trailer should be inspected regularly to identify rust areas so they can be treated before it becomes a major problem.

Springs, shackles, and U bolts should be checked occasionally for damage and security while tyres should be inspected for damage and deterioration every time the trailer is used.

Wheel bearings need frequent attention, as even a small amount of water will cause a very rapid failure. Additionally, wheel bearings can become pitted from standing for long periods and can fail quickly when put back into service. Brake systems are also very prone to water damage so it’s best to avoid immersing the brake assemblies if at all possible. If immersed, they will generally require dismantling and cleaning if they are to work when required. Trailer brake operation should be checked every time the trailer is used and their adjustments should be checked at least annually.

Rollers and slides must be adjusted properly and be in good condition if damage to the boat is to be avoided.

Winch cables are potentially dangerous to the operator if they break so they should be regularly checked for damage, wear and corrosion and replaced if necessary. Winches should be maintained in accordance with their manufacturer's recommendations.

Salt water also affects electrical equipment and connections so it's important to check that all lights operate properly each time the trailer is used.

Trailer couplings and safety chains must always be in good working condition.

### **Final Checks/Steps - Before taking to the road:**

1. *Jockey wheel is stowed*
2. *Coupling lock mechanism is firmly fixed. Safety connection chains are attached. Brake coupling /wiring is connected. Signal and light wiring has been connected to the car and the operation of the lights has been checked.*
3. *Tyre pressure of car and Trailer are adequate. Wheel chocks are removed.*
4. *Craft is secured down to trailer.*
5. *All objects are secured to craft/trailer. E.g. RWC seats*
6. *All removable objects are removed and stowed. E.g. RWC Lanyard, Life Jackets.*
7. *Tow vehicle mirrors have been adjusted.*
8. *Final trailer visual walk around check.*

### **Note:**

Failure to abide by the towing regulations, including maximum loads, may result in a fine, or in the case of an accident, refusal of the insurance claim, and the possibility of further legal action.



DATE 17<sup>th</sup> May 2008  
SUBJECT All Terrain Vehicle (ATV) Operating Guidelines  
Approved by <committee> Committee

The following policy statement was adopted at the <committee> Committee meeting held <date> and adopted as State Policy from 17<sup>th</sup> May 2008:

## POLICY

### 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 of 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-aside 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)
- 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

Operators shall be 17 years of age and shall:

- Hold a Driver's License – Provisional or Open (For provisional license holders 'P' plates must be displayed as per Queensland Transport Regulations.)
- Be a financial member of an affiliated Surf Life Saving Club
- Be a proficient SLSA Award holder

- Have completed an SLSA ATV Induction

It is desirable for operators to hold:

- Bronze Medallion **Note where the ATV is being used to conduct Roving or Surveillance Patrols it is mandatory to have a minimum of one (1) Bronze Medallion Holder on board**
- Senior First Aid Certificate/Operational First Aid Certificate
- Advanced Resuscitation Certificate

#### 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 (handheld protected by a waterproof pouch or 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.

#### 5. **PERSONAL PROTECTIVE CLOTHING**

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

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

If local/state law does not stipulate usage of a helmet, a bicycle helmet approved by Standards Australia: AS/NZS 2063 is recommended to be worn whilst operating a sit astride ATV.

#### 6. **SPEED, LIGHTS AND REVERSING BEEPER**

A quad bike or ATV (Gator type) shall not exceed 20km/hr.

Four wheel drive vehicles (cars and light utility vehicles) may only exceed 20km/hr when not in heavily populated areas where speed limits are signposted.

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 shall be fitted to the vehicle and “on” whilst the vehicle is operating. An audible reversing beeper shall be fitted to 4WD vehicles (cars and light utilities) and is preferable on other ATVs (Quad Bikes, Gators).

## **7. COLOUR & SIGNAGE**

### **Colour Scheme**

The preferred colour scheme for a 4WD vehicle, is a white vehicle with red and yellow sign writing.

The preferred colour scheme for all other ATV’s shall be red or yellow (this may not be possible for some vehicle types).

Identification shall be placed on the vehicles in the form of the words “Surf Rescue” 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 your dealer for a replacement.

Sponsorship is an important fundraising activity for surf lifesaving, however, sponsorship signage should 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**

You should check these daily as only 1 psi (0.07kg/cm<sup>2</sup>) difference in pressure can cause vehicle control problems. Use a gauge that is designed for measuring and displaying low pressures-usually supplied with your ATV; check manufacturer’s guidelines for correct pressure.

### **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. Guidelines (Australian Standards, Local Authorities, etc) will need to be conformed to.

Fuel levels should be checked at pre-operation and post-operations for best usage. All ATV's are run on unleaded fuel with the pre-mix as per manufacture's specified guides. Fuel usage practise must follow policy guidelines.

- 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.
- 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.

You should not carry a passenger in a trailer behind any ATV as any 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 accidents must also be reported to Surfcom in the region and the Branch Director of Lifesaving in the region.

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), 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 considered appropriate for lifesaving operations is 400 cc (cubic centimetres) for quad bike type ATVs. The ATV should also be able to operate in Four Wheel Drive (4WD) to allow greater traction in sand.

### **14. INDUCTION TRAINING REQUIREMENTS**

In line with OH&S Guidelines, the National Board of Lifesaving has gazetted that all active ATV operators will be required to 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

#### **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 and financial member of an affiliated SLSC
- Have completed an SLSA ATV Induction
- A proficient SLSA Award holder
- ATV Operator to comply with additional State/Territory requirements+
- Drivers who hold a provisional license **must** display P-Plates

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

Directors of Lifesaving may include additional checks in cases where there is doubt of a member's competency. Further, a member may be requested at any time during the season to complete an additional proficiency check by a SLSC, and Assessor or authorised SLS 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. OPERATING 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;
- Do a final visual inspection.

## 16. **SAFE AND EFFICIENT DRIVING**

Safe and efficient driving is the ability to apply a driving behaviour that is consistent with incident-free operations, taking into account the prevailing conditions and factors associated with operational safety.

The following advice is no substitute for formal training.

- Most ATVs have no differential and so do not handle in the same way as other machines. This means that when you turn, the ATV tries to keep going in a straight line.
- A quad bike or ATV (Gator type) shall not exceed 20km/hr.
- Four wheel drive vehicles (cars and light utility vehicles) may only exceed 20km/hr when not in heavily populated areas where speed limits are sign-posted.
- 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.

**NOTE:** An amber flashing light shall be fitted to the vehicle and “on” whilst the vehicle is operating. An audible reversing beeper shall be fitted to 4WD vehicles (cars and light utilities) and is preferable on other ATVs (Quad Bikes, Gators).

## 17. **CORNERING**

On an ATV with no differential or with the differential lock engaged, where your body weight needs to be positioned depends on how sharp the corner is and on how fast you are going.

At up to walking speed you should put your body weight on the footrest on the outside of the turn while leaning your upper body into turn. This will allow the inside driving wheel to skid slightly, allowing the ATV to make the turn properly.

At faster turning speeds weight should be transferred to the inside of the turn.

## 18. **SLOPE**

When riding across a slope, you should keep your weight on the uphill side of the ATV maintaining a consistent safe speed for control of vehicle.

When going downhill, slide your weight backwards and select a low gear, reducing the need to use the brakes. When going uphill, move your weight forwards and maintain a steady speed.

- Avoid sudden increases in speed, as this is a common cause of rearward overturning accidents, even from a standing start of flat ground where there is good grip.
- Never put your foot onto the ground to stabilise an ATV when driving.

## 19. ROUTE PLANNING

Over rough terrain get to know your own ground and stick to planned routes where possible.

Walk new routes if necessary to check hidden obstructions.

When selecting routes allow for changes to the surface and weather conditions and for any loads or attachments. These make a marked difference to the stability and abilities of the machine.

The positions described previous can be made more effective for rough ground and higher speeds by standing in a stooped position (called “active riding”). This increases the ability to shift weight quickly and maintain stability. It is important to keep both feet on the footrests at all times.

## 20. PARKING

If you have to park on a slope, always park across it unless it is too steep to do so safely. Accidents have occurred where machines have run down slopes because of poor brakes, maintenance or application, particularly while they are being loaded, and movement or the increase of weight sets the machine into motion.

To safely park the ATV an assessment has to be made taking into consideration the area being parked in, weight of the ATV (or future weight if loading) and path of ATV in further travel.

## 21. SAFETY MEASURES WITH EQUIPMENT

Trailed equipment and loads:

Ensure all riders know the manufacturer’s recommended towing capacity and drawbar loading limit. Always operate within these requirements. Remember that your ability to control the ATV by your body movements will be considerably reduced when carrying a load or towing a trailer.

### **Selection of Trailed Equipment:**

In choosing equipment for trailing refer to manufacturer’s endorsements. The following are only guides in selection:

- over-run brakes;
- a swivel hitch drawbar;
- bead lock rims on wheels;
- a low centre of gravity and a wide wheel track;
- a long drawbar; and
- attachment points for securing a load.

**Note: The weight ratio between ATV and its trailed load needs to be assessed for each operation. As a general guide, on level ground, braked trailed equipment can be a maximum of four times the unladen weight of the ATV. For un-braked trailed equipment the maximum should be twice the unladen weight.**

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**These loads should be reduced when working on slopes, uneven ground or poor surface conditions. Follow the *manufacturer's advice* for the particular machine.**

## 22. **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 well 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.

Revision date: <date>



DATE June 2009  
SUBJECT Tractor Operating Guidelines – 2WD and 4WD  
Approved by Lifesaving Committee

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## 1. INTRODUCTION

Tractors enable suitably qualified surf lifesavers and members to move essential life saving equipment to and from storage areas across difficult and sandy terrain for use both inside and outside of the patrol area. These vehicles are used *solely* to take equipment on and off the beach. **The following information gives advice on the safe use of these vehicles. It covers the two main types of tractors:**

1. 2 Wheel Drive machines and
2. 4 Wheel Drive machines.

## 2. DEFINITIONS

The procedures in this document govern the use of both types for surf lifesaving purposes.

2 Wheel Drive machines and – provide drive through two of the tractors four wheels.

4 Wheel Drive machines – provide drive through all four wheels of the tractors

## 3. DRIVER QUALIFICATIONS

Operators shall be 17 years of age and shall:

- Hold an Open Driver's Licence (If the vehicle is under 4.5 tonnes) for vehicles over 4.5 Tonnes the operator will need to hold a LR or Light Rigid licence.
- Be a financial member of an affiliated Surf Life Saving Club
- Have completed an SLSQ Tractor Operator Induction
- Be wearing an approved patrol shirt and shorts as required for your surf club except in circumstances where the tractor is being used outside operational patrol hours for your club.

## 4. EQUIPMENT

The vehicle shall display the following equipment:

- ROPS or Roll over Protective Structure
- Turn indicators and Stop/brake lights
- Reversing Beeper
- Rotating yellow light

- Guards covering the rear wheels
- The positioning of the exhaust outlet to direct gases away from the operator
- Non-slip surfaces for access and exit
- Dual working headlights
- Draw bar that is adequate for the load being pulled or a carryall suitably strengthened and braced from the rear of the carryall to the towball or hitch point.

Note: Any modifications including roll bars carry racks and storage containers must adhere to manufacturer's guidelines and carried out in consultation with the manufacturer, dealer or trailer weight compliance specifications. (See your local Trailer builder). Carryalls are designed to carry objects not tow trailers so a trailer manufacturer will be able to strengthen the base of the carryall so that it can draw loads suitable for the application.

## 5. PERSONAL PROTECTIVE CLOTHING

Operators shall at all times wear the following Personal Protective Equipment whilst operating any tractor:

- Minimum of a Patrol shirt and Shorts except in circumstances where the tractor is being used outside operational patrol hours for your club.

## 6. SPEED, LIGHTS AND REVERSING BEEPER

Any tractor when operating on any beach shall not exceed 20km/hr. Headlights and an amber flashing light shall be fitted to the vehicle and "on" whilst the vehicle is operating. An audible reversing beeper shall be fitted to all vehicles.

## 7. COLOUR & SIGNAGE

**Colour Scheme** There is no preferred colour scheme as most vehicles will appear as the manufacturer intended however should the club repaint or order a new vehicle then the preferred colour is to be yellow or red. Advertising is allowed but not so large as to impede the operation and/or visibility of the vehicle.

## 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** You should check these daily as only 1 psi (0.07kg/cm<sup>2</sup>) difference in pressure can cause vehicle control problems. Use a gauge that is designed for measuring and displaying low pressures. Check the manufacturer's guidelines for correct pressure.

## 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. Guidelines (Australian Standards, Local Authorities, etc) will need to be conformed to.

Fuel levels should be checked at pre-operation and post-operations for best usage. All tractors are run on diesel fuel, and should the vehicle run out of fuel consult your manufacturer's handbook for the correct re priming technique as all fuel pumps operate differently.

Always store fuel in an appropriate storage facilit

Always have a fire extinguisher available when dispensing fuel.

Always clean up spills, in particular any fuel spilt into the vehicle.

## 10. PASSENGERS

**Never** carry a passenger on a tractor as the vehicle was meant to be operated by one person only. The vehicle will be fitted with two safety belts if it was designed to carry a passenger. SLSQ prohibits the carrying of passengers except where a machine is suitable for that purpose e.g. two designated seats. You should not carry a passenger in a trailer or on the carryall of the vehicle as this practice is extremely dangerous and voids your insurance should an accident occur. This type of accident usually results in **death**.

## 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, Secretary, and/or Patrol Captain) immediately following the accident. All accidents must also be reported to Surfcom in the region and the Branch Director of Lifesaving in the region. 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), 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

All tractors used for life saving purposes must hold a Queensland Transport registration label and a concessional registration plate.

## 14. INDUCTION TRAINING REQUIREMENTS

In line with OH&S Guidelines, the SLSQ Lifesaving Panel has gazetted that all tractor operators will be required to complete a tractor Operators Induction Course in accordance with guidelines outlined herewith. 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
- Is only current for a period of 2 years from the date of assessment and subsequent retest

**Minimum Induction Requirements:** To operate a tractor, 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 Open Driver's License (not Learners permit)
- Be a current and financial member of an affiliated SLSC
- Have completed an SLSQ tractor Induction course
- Be wearing an approved patrol shirt and shorts as required for your surf club.

All existing and new operators must successfully complete the Operators Induction workbook prior to operating the vehicle. Directors of Lifesaving may include additional checks in cases where there is doubt of a member's competency. Further, a member may be requested at any time during the season to complete an additional proficiency check by a SLSC, Assessor or authorised SLSQ official. A member who fails a proficiency check at any time during the 2 year period 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 and any subsequent proficiency assessment/check.

## **15. OPERATING PROCEDURES**

### General Safety Principles and Pre-Operational Checks

#### DAILY CHECKLIST

Check Chocks are in Place.

Check Machine for Oil Leaks.

Check Tyre Inflation.

Check Oil and Fuel Levels.

Check Hydraulic Oil Level.

Check Power Steering Oil Level.

Check Battery and Radiator Levels.

Do Visual check of ROPS/ Carry All.

Check Operation of Hand/Foot Brake.

Check Flashing Light Operates.

Check for Danger before Startup.

Remove Chocks.

Report Defects to Vehicle Officer.

## 16. SAFE AND EFFICIENT DRIVING

Safe and efficient driving is the ability to apply a driving behaviour that is consistent with incident-free operations, taking into account the prevailing conditions and factors associated with operational safety. The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and the amber rotating beacon shall be “on” at all times whilst the vehicle is operating.

**NOTE:** An audible reversing beeper shall be fitted to all vehicles.

## 17. CORNERING

All tractors are fitted with independent rear wheel brakes. Brakes on tractors are not designed to stop the vehicle at high speeds, especially on older vehicles. They are used to hold the vehicle on slopes and flat ground whilst hitching trailers and equipment, to turn the vehicle in soft terrain and stop the vehicle after it has slowed via engine braking to a snail’s pace. The brakes only operate on the rear wheels and have a split operation in that they can be operated independently of each other.

One rear wheel can be braked with the other operating normally. This allows the tractor to turn in a tighter radius or circle in soft or difficult terrain. It is very rare to use independent wheel braking as most areas for operation are at the beach and we usually have plenty of room to maneuver, however if independent braking has been needed for a short period it is **imperative that you reconnect the pedal connecting mechanism immediately after you have negotiated the difficult area** and proceed normally.

Failure to do this will endanger the next operator of the vehicle should they need to brake quickly and may cause **death or injury.**

## 18. GROUND CLEARANCE

Because of the size of the rear wheels a large clearance is between the ground and the axels / differential’s or body, This is great for not getting hung up (resting on earth with wheels spinning without grip) in ruts / tracks / mud / sand, but causes a higher centre of gravity and subsequent handling disadvantages. A higher centre of gravity will make the vehicle unstable for maneuvering on slopes and uneven ground.

## 19. TYRE SIZE / TYPE

The wider the front and rear tyres on the vehicle the easier it will be to maneuver in the sand. It is not the tread depth that allows us traction but the amount of surface area in touch with the ground that gives us traction. This is why some operators lower tire pressures to negotiate soft sand areas. Lowering of tyre pressures is OK for 4WD drives but tractor tyres are operated at very low pressure and if too low will roll off the rim due to the load and/or weight of the vehicle.

It is common for water to be added to the rear tyres as this will lower the centre of gravity and make the tractor more stable, however if tractors were designed to have water in the tyres then we would buy them off the manufacturer this way and this never happens. Water adds more weight to the vehicle and as the brakes are not designed to stop the vehicle at speed, the extra weight will endanger the operator and render the vehicle unsafe.

Should water be added to the rear tyres it must not be higher than 10 min to or 10 min past the hour as if the wheel represents a clock face.

**Never** add water to the front tyres as this will increase the weight at the front of the tractor and make it more difficult to steer and add unnecessary load on the steering components and shorten their working life.

## 20. ROLLOVERS

Rollovers are a major cause of injury in tractors and can occur in circumstances which include:

- (a) Level ground. A tractor has a lot of torque with the large rear wheels and dropping the clutch severely when towing can force the front wheels to lift off the ground and the front of the tractor will roll backwards over the top and crush everything underneath. Takeoffs should be firm and cautious.
- (b) Uneven ground. Because tractors have a high centre of gravity they can roll sideways on uneven ground, slight or steep slopes. Always proceed straight up or straight down a slope – never across at an angle – avoid braking going down hills – use the engine to brake the vehicle going down slopes. Before descending, change to a lower gear and allow the engine to take the weight of the vehicle, take your foot off the accelerator and allow the vehicle to drive itself, fan the brakes if necessary. If you feel the vehicle tipping, steer hard in the direction the vehicle is tipping and accelerate (you will need to react quickly).

## **21. FALLS FROM TRACTORS**

One of the most common causes of accidents with tractors is from mounting and dismounting the vehicle. Care must be taken to use to hand hold points when mounting. It is an unwritten rule that you need three points of contact to mount or dismount the vehicle. Two hands and one foot.

## **22. SAFETY**

Unusual situations can arise with tractor operations and all of these will have inherent risks to persons and equipment. In every case you need to stop the vehicle, determine the possible outcomes, decide on the best action, do nothing or seek assistance. Tractors are not able to go anywhere at any time, under any conditions, they have their limitations.

## **23. ROUTE PLANNING**

Get to know your own ground over rough terrain and stick to the planned routes where possible. Walk new routes if necessary to check hidden obstructions. When selecting routes allow for changes to the surface and weather conditions and for any loads or attachments. These make a marked difference to the stability and abilities of the machine.

## **24. PARKING**

Park clear of entrances and exits. Park clear of fire hazards. Park clear of tidal and flood areas. Park on a firm level ground or if on an incline, facing slope. Engine is stopped in accordance with manufacturer's manual (idle engine before turning off). Secure parking brake, leave controls in park position or in neutral. Always remove the keys.

## **25. SAFETY MEASURES WITH EQUIPMENT**

Trailed equipment and loads:

Ensure all operators know the manufacturer's recommended towing capacity and drawbar loading limit. Always operate within these requirement.

**Selection of Trailed Equipment:** In nearly every case the tractor will be strong and large enough to draw trailers suited for use in a Life saving capacity. However consult the manufacturer's operator's handbook to find the correct towing capacity of the vehicle being used.

## **26. HAND THROTTLE**

Most tractors are fitted with a hand throttle for use in farm work and as Club tractors are to be used primarily for towing equipment on and off the beach, It is **IMPERATIVE** that this be disconnected at the fuel pump before using in

beach work. These vehicles cannot be stopped easily when the hand throttle is in use as the operator needs to be in control of the vehicle at all times.

GUIDELINE ENDS