



Anglesea SLSC Policy Document

Reference: 015

Reviewed: 03/2021

TITLE: IRB equipment and maintenance procedure

PURPOSE

To ensure all members use the ASLSC IRB equipment in the correct manner, ensuring correct maintenance and use, including the allocation of IRB's for specific areas of the club, appropriate borrowing procedures, set-up and pack-up of IRB's and engines, fuel consumption and reporting of damages and maintenance needs.

INTRODUCTION

The following Rules have been set by Anglesea Surf Life Saving Club and have been designed to ensure that the equipment is maintained to the SLSA and LSV safe operating standard and, when appropriate, the correct lines of communication are followed to ensure the equipment is repaired to these standards.

POLICY—This policy outlines:

1. **Who can borrow an IRB:** *What is their responsibility*
2. **Allocation of IRB's and engines:** *Patrols/Lifeguards, Emergency callouts, training, water safety*
3. **Borrowing of IRB and engines:** *Set up and pack up*
4. **Fuel Use:** *Stock upkeep*
5. **Damage to equipment:** *Reporting of damage process*
6. **IRB motor rollover procedure**

1) Who can borrow an IRB: What is their responsibility?

a) **PATROLS and LIFEGUARDS** –*all rostered patrols in a season*

When completing patrols the Patrol Captain, in partnership with the IRB Driver, or the Lifeguard Team Leader will be responsible for the care, risk management and proper use of the IRB's, and:

- i. Ensure IRB Driver holds a current IRB Drivers award and be currently proficient.
- ii. Be present and overseeing all set-up, usage and pack-up of equipment.
- iii. Ensure all relevant members wear all required PPE equipment.
- iv. Be in contact with the club IRB Manager on required maintenance and log all damage on whiteboard in IRB shed.
- v. Place 'not operational' signage on any equipment damaged during shift.
- vi. Inform the IRB Manager of any substantial fuel consumption.



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b) EMERGENCY CALLOUTS – *as directed by LSV or Police*

When undertaking a call out ONE member must take on the responsibility for the care, risk management and proper use of equipment. This member must be a financial member and meet the following requirements:

- i. Contact the Director of Rescue services, Patrol Coordinator, President or Vice president of Life Saving at the earliest time possible (pre or post rescue).
- ii. Ensure the IRB driver holds a current IRB Drivers award and be currently proficient.
- iii. Be present and overseeing all set-up, use and pack-up of equipment.
- iv. Ensure all relevant members wear all required PPE equipment.
- v. Be in contact with the club IRB Manager on required maintenance and log all damage on whiteboard in IRB shed.
- vi. Place 'not operational' signage on any equipment damaged during shift.
- vii. Inform the IRB Manager of any substantial fuel consumption.

c) TRAINING – *Including competition training and skill based training*

When conducting IRB training ONE member must be responsible for the care and proper use of equipment. This member must be a financial member and meet the following requirements:

- i. Have a current IRB Driver award and be currently proficient.
- ii. Hold a current IRB Training Officers award
- iii. Registered the training course with LSV
- iv. Complete an enrolment sheet for each participant
- v. Complete and attendance sheet for each training session
- vi. Complete a risk assessment form for each WATER session
- vii. Be present and oversee all set-up, training and pack-up procedures.
- viii. Ensure all relevant members wear all required PPE equipment.
- ix. Be in contact with the club IRB Manager on required maintenance and log all damage on whiteboard in IRB shed.
- x. Place 'not operational' signage on any equipment damaged during shift.
- xi. Inform the IRB Manager of any substantial fuel consumption.

d) WATER SAFETY – *Including carnivals and nipper water safety*

When completing water safety ONE member must be responsible for the care and proper use of equipment. This member must be a financial member and meet the following requirements:

- i. Ensure IRB Driver holds a current IRB Drivers award and be currently proficient
- ii. Be present and oversee all set-up, use and pack-up of equipment.
- iii. Ensure all relevant members wear all required PPE equipment.
- iv. Be in contact with the club IRB Manager on required maintenance and log all damage



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on whiteboard in IRB shed.

- v. Place 'not operational' signage on any equipment damaged during shift.
- vi. Inform the IRB Manager of any substantial fuel consumption

2) Allocation of IRB's and engines:

ASLSC is committed to supporting training, competition and patrols. In order to maintain an appropriate level of support for each section IRB's and engines will be allocated as per need for each section. The club must be able to provide a minimum of 2 IRB's and three motors for patrol and emergency callout responses at all times. The allocation will be:

- i. Two IRB's and three engines for patrol and call outs (including at least one hard hull). Call out IRB and motor must be set up and available at all times for use refer to Policy 012- Offsite Rescue During Patrol Hours. Patrol and call-out IRB's are not to be used for other purposes (such as training or water safety).
- ii. One IRB and one engine for ASLSC clubs carnival competition requirements, nipper requirements and third patrol IRB if required
- iii. Five IRB's and five engines for training

** As a club our priority is to patrols and rescue call outs. If one or both of these boats allocated are deemed 'not operational' then replacement boats will be reallocated for these purposes.*

3) When using an IRB and engines:

It is the responsibility of *the* person approved as above to complete the following:

a) Set-up of IRB's

Select an IRB and Engine appropriate to **Point two (Allocation of IRB's and engines) above. Refer to the whiteboard in the gear shed for direction of which motor should be on each boat.*

IRB:

- i. Ensure your selected IRB has no prior damage, as listed on whiteboard in IRB shed
- ii. Examine all valves to ensure they are secure and retaining air
- iii. Examine all pontoons to ensure they are inflated and free of damage, tears or breaks
- iv. Examine the floorboard/floors for damage including frayed foot straps, damaged corners or hinges
- v. Examine all handles, bow rope and rollover rope for damage including fraying, lifting corners
- vi. Ensure all ancillary equipment is attached or in the IRB. Including whistle, tow rope, tube, knife.



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Engine:

- i. Ensure, your selected ENGINE has no prior damage, as listed on whiteboard in IRB shed
- ii. Ensure engine safety cable is secured around engine and attached to IRB
- iii. Check the security of the propeller on a prop guard
- iv. Examine the motor for damage
- v. Ensure motor is centrally located on the transom and the motor safety cable is connected and secure
- vi. Ensure fuel cell is secured and bayonet is connected and sand free
- vii. Ensure fuel cell is filled
- viii. Start the motor to ensure that it turns over and then turn off (quickly)

b) Pack-up of IRB's:

- i. Check for any damage to IRB or motor – ANY DAMAGED MUST BE reported **following* *Point five (damage to equipment) outlined below.***
- ii. Restore, clean and service equipment, include under floorboards
- iii. Check for signs of operational stress on equipment
- iv. Update equipment records as required (IRB Whiteboard/Logbooks)
- v. Boat is to be left as it was found (Packed and rolled, on a trailer or stacked)
- vi. All axillary equipment removed from IRB's to be left stored with other like equipment (eg: tubes on hooks, tow ropes in tub with other)
- vii. Re-fill fuel cell to ensure it is full for the next use

4) Fuel Use:

When using fuel it is the responsibility of *the* person approved as above to inform the club IRB Manager **when you empty ONE fuel container or more:**

- i. How much you have used, AND
- ii. How many FULL fuel containers remain.

*This can be completed at the end of multiple days of training or water safety (eg: end of bronze camp, end of 2 day carnivals) IF there is sufficient fuel for the following few days.

5) Damage to equipment:

When using an IRB it is the responsibility of the person approved as above, to inform the club IRB Manager **of ANY DAMAGE to ANY equipment:** (This equipment must be labelled as 'not operational' and not used until approved by IRB Manager).

a) Inform club IRB Manager

- i. Who was responsible at the time of damage and their contact details (incase further information is needed). Confirmation that IRB Manager has been informed.
- ii. What equipment was damaged (*number if present, eg: Motor 5, IRB ANG001*)



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- iii. What damage has occurred
- iv. What steps have been taken to prevent future use until it can be assessed (*as per below points*)

b) Write on whiteboard

- i. Fill in the whiteboard with the correct details

c) Remove the risk to other members

- i. Place a sign on the equipment 'Not operational' which can be found on the workbench

d) Record in Logbooks

- i. IRB Logbook
- ii. Patrol Logbook

e) Prior to repairs the responsible Director must:

- i. Attain a quote from the preferred provide
- ii. Ensure there is adequate expenses in your budget for repairs or seek assistance from Director if Finance
- iii. Place a purchase order for repairs through the club Administration
- iv. Organise delivery and pick up of equipment
- v. Finalise payment of equipment once delivery has been received though club administration

6) IRB motor rollover procedure:

If an IRB engine is rolled it is the responsibility of the approved person to inform the IRB Manager and **follow the below checks:**

- i. Diagnose basic motor faults (sounds are a good indicator)
- ii. Ensure motor is switched off (pull out red kill switch) and follow safe fuel handling procedures
- iii. Update equipment records as required (IRB Logbook and write on whiteboard)
- iv. Remove motor from IRB and hose down with fresh water
- v. Remove spark plugs
- vi. Drain the carburetor
- vii. Invert motor and pull starter (20 times)
- viii. Insert petrol into cylinder heads
- ix. Invert motor and pull starter (10 times)
- x. Replace carburetor drain plug
- xi. Clean spark plugs (or replace)
- xii. Run engine for a minimum of two hours
- xiii. Repeat above process if unable to get the motor started