

# SOP 4.01 – Logs & Reporting

Section 4 – Communication and Information Technology

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Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

## Purpose

To describe the procedure to be followed by applicable agency personnel involved in reporting procedures and incident logs.

## Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in communications and information technology.

## Policy Statement

LSV requires all members and staff to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to communication and information technology.

## Responsibilities

Lifesaving volunteers, lifeguards, local operations officers, duty officers (among others).

## Definitions

Name	Definition
LSV	Life Saving Victoria
IRB	Inflatable Rescue Boat

## Procedure

### Introduction

Log books are the record of operations and activities that are undertaken as part of the lifesaving service provision. As legal documents, they can and have been used in a court of law as evidence.

During or following an incident, all logs (e.g., Incident, First Aid, Radio [electronic or hardcopy]) must be completed to maintain an accurate record of all incidents which occur.

- Ensure that log books are completed in full and in a neat and legible manner.
- Complete all sections of the Patrol Log Book after signing off a patrol.



- Always read the preceding entries of patrol logs and powercraft logs before undertaking training or operations.
- Note all incidents and supporting information in the space provided in the log books.
- Log books must be kept for a minimum of seven years in accordance with the *Associations Incorporation Reform Act 2012 (VIC)*. Log books may be forwarded to the LSV State Centre to be archived.
- All Patrol Attendance logs are to be entered into SurfGuard. Copies of all hardcopy First Aid and Incident Report logs must be collated and forwarded to the LSV State Centre at the end of each calendar month or as requested.
- Ensure all log books are filled out in a responsible manner, keeping to the basic principles involved.

## Types of Logs and their Use

### Patrol Attendance Log

The Patrol Attendance Log is to be completed for every patrol. It is important that the Patrol Attendance Log is signed off by the patrol captain, or in their absence, the patrol vice-captain.

### Radio Log

The Radio Log is not a requirement for routine patrol operations; however, it is good practice to log radio communications. Where possible during an incident, it is important to write down communication between the patrol, LSVComms and any other resources involved. This should include times and call signs.

### Power Craft (IRB) Log

The Power Craft Log is to be completed for all powercraft use. There are components which need to be completed prior to operating a power craft and sections to complete and sign off on once operations have concluded. This is the same for all on-water training, patrolling, water safety or response operations. For rescue water craft operations, there are additional reporting requirements.

## Safety

### First Aid Log

The First Aid Log must be completed for all first aid cases where a lifesaver provides treatment to a patient. It is important that as many components of the log are completed as possible, including the patient's contact information.

### Incident Report Log

The Incident Report Log must be completed for any incident where lifesaving resources or personnel are required to respond to, or act outside of routine patrol activities, as well as for any member injuries or where significant damage to equipment has occurred. It is a requirement that the Incident Report Log be completed for the following incidents:

- a member sustaining an injury during any club, lifesaving, training or patrol activities
- where significant damage to club or other equipment has occurred as a result of lifesaving activities

- a first aid case where significant action or treatment was required, or if an ambulance was called
- response by lifesaving personnel over an extended period or which involved a response from multiple agencies
- a major rescue or out-of-hours response by lifesavers

In addition, these incidents MUST be reported to LSVComms.

<b>Reference</b>	
Legislation	Associations Incorporation Reform Act 2012 (VIC)

<b>Review</b>	
Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

<b>Authority</b>	
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.	

