



## SAFETY REPORTING POLICY

Policy Number		Version	1
Date Issued	August 2023	Review Date	
Approved By	MSLSC Executive Management Committee		

### Definitions: -

LIMSOC – Incident Reporting System

IRL – Incident Report Log

SOCC State Operations Control Centre (Formerly Surfcom)

### Requirements

As a surf club, MSLSC is governed by the SLSQ Policy GOV10 – Incident reporting procedure.

For incidents covered by this Procedure: -

Approved Activity: is any activity that is deemed to be approved by SLSA, SLSQ, Branches or Clubs\* and includes

- Patrols, junior activities water safety
- Carnivals : Club, Inter Club/Branch, SLSQ and SLSA events
- International events held in Australia only
- Club, Branch or State training sessions (with an accredited coach / qualified trainer)
- Direct travelling to and from the Club for Club duties (patrols or competitions). This is only for financial members attending an event or activity in a formal capacity. Proof of attendance must be readily available
- Camps (Club, Branch, State), dinners, AGM etc
- Special Events that are not normal lifesaving activities which have been approved by SLSQ i.e. water safety for a triathlon, club camps, out of ordinary fundraising activities, stalls at community events etc.

*(\*) Please note that this does not give Clubs or Branches permission to approve any activity they deem fit. All activities must be life saving related.*

For the above, the reporting procedure required is

Clubs or SLSQ Staff are to ensure that the following is completed for a member injury immediately

- Lodged via LIMSOC OR
- SLSA Incident Report Form

If access to LIMSOC is not available, please have injuries reported direct to the SOCC – the contact number is 5631 7400 and they are open 7 days a week from 7am – 5pm

SLSQ Incident Reports: Clubs, Branches or Staff are to e-mail these to [kbarnes@lifesaving.com.au](mailto:kbarnes@lifesaving.com.au) at the first business day after the injury occurs. When they are emailed – they are to be labelled as follows 'Smith, John (Club Name).



## SAFETY REPORTING POLICY

Mooloolaba SLSC is an independent workplace under the legislation and is required to comply with relevant legislation. MSLSC is required to carry out the following: -

- Record Hazards and Near Misses (to assist in process improvement)
- Record incidents that occur at the workplace under our control to visitors or contractors. (There are two reasons for recording these: -  
These matters may be subject to insurance claims  
These matters may lead to process improvement
- For employees of the club under Workcover Provisions (which relate to Paid Staff Administration, Coaches and Casual Employees while being paid for their activity) we are the responsible entity and not SLSQ. Mooloolaba SLSC is required to complete the relevant Workcover reporting if required.

When lifesavers are on duty, incidents will be reported using LIMSOC with an online IRL

To improve processes for the club, a QR code system has been implemented for reporting.

QR codes are displayed at several accessible locations around the club (and ancillary offices and workspaces). A template for this is shown below:-

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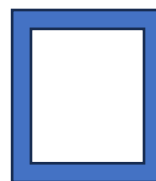
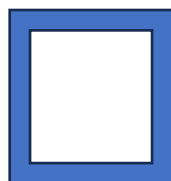
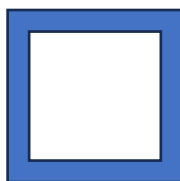
### MSLSC SAFETY REPORT LINKS

**INCIDENT**

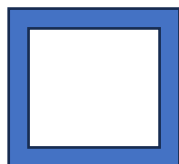
**NEAR MISS  
OR HAZARD**

**CHILD  
SAFETY**

In an emergency Contact 000 or Operations Control Centre (via radio or 5631 7400)



When a Marine Incident has occurred (e.g. Surfboat, IRB, RWC), a Marine Incident Report is also required to be lodged. Please use the following QR code to access the form, complete the form and issue the completed report to [lifesavers@mooloolabaslsc.com.au](mailto:lifesavers@mooloolabaslsc.com.au) for issuing to Marine Safety Queensland. The responsible person has 48 hrs for the report to be lodged following the incident.



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The QR codes are linked to electronic forms and the resulting form is submitted to the Club Captain and President. The form is also submitted to [lifesavers@mooloolabaslsc.com.au](mailto:lifesavers@mooloolabaslsc.com.au)

The Club Captain and President are responsible for acting on each report as required. This may consist of additional investigation, consultation with others, completion of an IRL, referring the matter to other club officers or referring to staff.

Items will be responded to within the SLSQ framework and governing WHS legislation.