



Work Method Statement – Surfing and Stand up Paddle

Surf Location	Coolum Beach		
Qualifications required	Level 1 – Surfing Instructor Current Apply First Aid (Senior First Aid) and Advanced Resuscitation Techniques Ocean Rescue and Surf Rescue Blue Card (working with young people)		
Current legislation and standards	Workplace Health and Safety Act 1995, Workplace Health and Safety Regulations 2008, AS/NZS 4360:2004 Risk Management, Adventure Activity Standards (QLD) Surfing		
Personal Protective Equipment required	Sun protection		
WMS approved by	Genevieve Kendall		
Signature		Date	___ / ___ / ___

LIKELIHOOD How likely could it happen?	CONSEQUENCES: How severely could it affect health and safety?				
	1. INSIGNIFICANT - no injuries - <\$500	2. MINOR - first aid treatment, spillage contained on site - \$500 - \$5000	3. MODERATE - medical treatment, spillage contained with outside help - \$5000 - \$25000	4. MAJOR - extensive injuries, loss of production - \$25000 - \$200000	5. CATASTROPHIC - death, toxic release of chemicals - > \$200000
A. ALMOST CERTAIN (more than once a year) - expected in most circumstances	M-28	M-40	H-60	E-88	E-100
B. LIKELY (at least once in five years) - will probably occur in most circumstances	L-16	M-36	H-56	E-84	E-96
C. POSSIBLE (at least once in 10 years) - might occur at some time	L-12	M-32	M-52	E-72	E-92
D. UNLIKELY (at least once in 30 years) - could occur at some time	L-8	L-24	M-48	H-68	H-80
E. RARE (less than once in 30 years) - may occur, only in exceptional; circumstances	L-4	L-20	M-44	H-64	H-76

Score	Action
Extreme (e-84 to E100)	Manage via immediate actions
High (H-56 to H-80)	Manage via prioritised actions
Medium (M-28 to M-52)	Manage via planned actions
Low (L-4 to L-24)	Manage via routine procedures

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Safe Work Methods

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
Preparing for activity	Severe weather	C	4	H 72	<ul style="list-style-type: none"> Weather in Queensland can change the environment drastically. It is important that the activity leader has a copy of the weather forecast with the activity plan. Activities will not necessarily be cancelled due to rain but at the discretion of the activity leader. Considerations that the activity leader may need to address include <ul style="list-style-type: none"> Capabilities of the participants Ability to get participants to somewhere dry Flash flooding Road issues getting participants to and from activity Activity leaders must adjust or cancel activity if they believe weather to be a concern. 	Instructor	E	2	L 20
	Ability to manage group	B	4	E 84	<ul style="list-style-type: none"> Group ratios will not exceed 8 students to 1 instructor The ratio may need to be reduces when working with students under 18 or with special needs requirements 	Instructor	D	2	L 24

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
Transporting to Activity	Traffic incident	B	5	E 96	<ul style="list-style-type: none"> • Driver must ensure they are fit to drive • Driver must ensure they are not under the influence of alcohol or illegal drugs • Diver must ensure they are not fatigued • Driver must ensure that they are not affected by any current medication • Driver must comply with the relevant state road rules 	Driver	D	3	M 48
Managing students	Hydration	B	3	H 56	<ul style="list-style-type: none"> • Participants, especially young people, do not realise how much water they loose with physical activities and need to understand that they may need to drink 2 – 4litres of water during an 8 hour activity. • It is important that participants get used to regular drink breaks. On activities where the participants may be inexperienced, the activity leaders may need to stop for water breaks every 15-20 minutes. This ensures that water is been taken and gets participants used to water management. 	Instructor	D	3	L 24

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
	Sun protection	A	4	E 88	<ul style="list-style-type: none"> As the nature of the activity requires participants to be outside, all precautions need to be taken to ensure participants reduce exposure to the Sun. Sun protection may include <ul style="list-style-type: none"> Brimmed hats or caps with a legionnaire back. Hats may need a strap on if participants are conducting activities where their hat may blow off. Collared shirts with either long sleeves or sleeves to at least the elbow. Long shorts Sunglasses All activity leaders and participants should ensure that they apply a SPF 30+ broad-spectrum, water-resistant sunscreen to exposed skin, especially if they are wearing shorts or short sleeves. Activity leaders will carry sunscreen during the activity and should remind participants to reapply every 2 hours. 	Instructor	C	2	M 32
Conducting Activity	Eye injuries	B	4	E 84	<ul style="list-style-type: none"> Pre surf safety brief 	Instructor	D	2	L 24

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
					<ul style="list-style-type: none"> Recovery roll in the water whilst covering eyes 				
Conducting Activity	Collisions with other students	B	3	H 56	<ul style="list-style-type: none"> Soft surf boards with no sharp edges Systematic process of allowing student to catch wave 	Instructor	E	2	L 20
Conducting Activity	Collisions with other surfers	B	4	E 84	<ul style="list-style-type: none"> Cautions signs to be placed on beach during instructions Coach to monitor other surfers during instructions in the water Surf area not the best area for fibreglass surf boards Photographer is a second observer Primary school groups will also have an independent spotter on the beach 	Instructor	D	2	L 24
Conducting Activity	Drowning	B	5	E 96	<ul style="list-style-type: none"> Water waist deep Surfers are attached to their surf board via the leg rope Instructor must have current rescue and resuscitation certification 	Instructor	D	3	M 48
Conducting Activity	Large Waves	C	4	H 72	<ul style="list-style-type: none"> Coaches work between wave break and shoreline Coaches to assess waves on the 	Instructor	E	2	L 20

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
					day <ul style="list-style-type: none"> Under 12s attend lessons on low tide If beach is closed by surf lifesavers the surf activities stop 				
Conducting Activity	Muscular injuries from activities	B	3	H 56	<ul style="list-style-type: none"> Student trained in best practices using legs to reduce pressure on back Student with underlying injuries may not be allowed to stand whilst surfing Students practice skills on the beach 	Instructor	D	2	L 24
Conducting Activity	Sprains, dislocations and fractures from dismounting board	B	4	E 84	<ul style="list-style-type: none"> Students trained in best practices to dismount from board Students practice skills on the beach 	Instructor	D	2	L 24
Conducting Activity	Bites and stings	B	2	M 36	<ul style="list-style-type: none"> Cold compress for most bites and stings including ants, bees, wasps, spiders including the red back. The cold compress may be in the form of an instant ice pack or cold spray. Some participants may be comfortable to use a 	Instructor	D	1	L 8

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
Conducting Activity	Snakes, blue ringed octopus, cone shell and allergic reactions	B	4	E 84	<p>treatment such as Stingos.</p> <ul style="list-style-type: none"> Participants need to be aware of preventative measure that can be taken to prevent bites and stings. These measures include <ul style="list-style-type: none"> Long sleeves and pants Avoid sticking hands where there is poor visibility If possible, where the bite site is visible, a pressure bandage should be applied over the site of the bite followed by the bandaging of the whole limb from the extremity. This may take 2 – 5 bandages. Once the limb has been bandaged, it must be splinted and the casualty must be kept as still as possible. Where possible, emergency help must be brought to the casualty. Instructors carry a snake bite pack which includes 4 x 100mm heavy weigh elastic bandages and a splint. 	Instructor	D	3	M 48
Conducting Activity	Fish Barbs	B	3	H 56	<ul style="list-style-type: none"> Hot water used for fish bard stings like stone fish, bullrouths, stingrays etc. The casualty must place their limb in water as hot as they can tolerate. The water must be tested 	Instructor	E	2	L 20

Job Steps	Potential Hazards	Risk			Controls/Work Methods	Responsible person/s	Residual Risk		
		L	C	R			L	C	R
					on a different limb or by another person				
After Activity	Equipment damage	B	3	H 56	<ul style="list-style-type: none"> Conduct inspections of equipment for damage Report any damage to management 	Instructor	D	2	L 24

Monitoring and reviewing control/work methods

Participants	Follow procedures and report any issues to activity leaders
Supervisor	Ensure participant are able to conduct and is prepared for activity Monitor group Report any issues to management

Work Method Statement Induction

I acknowledge that I have been trained and I am able to comply with this work method statement			
Name	Position	Signature	Date