Pool Lifeguard Licence Application v1 2023

Royal Life Saving Society of Australia (New South Wales Branch) - RTO Number: 90666

Candidate Details	
Name:	
Address:	
	Postcode:
Phone:	Date of Birth:
Email:	
Training Course Date:	Training Course Venue:
Name of Aquatic Facility (Workplace Induction): **Please note that an application with multiple facilities listed will not be accepted**	

*Please tick the box below that applies to the purpose of your application – **Tick one box only***

☐ I am a new Lifeguard who is applying for a Royal Life Saving NSW Pool Lifeguard Licence **(must complete all 4 components)**

☐ I am an existing Lifeguard, with a Royal Life Saving NSW Pool Lifeguard Licence, who is being inducted into a new facility **(required to complete parts 1, 2 & 4 only)**

Approved Workplace Supervisor	
Name:	
Phone:	Date of Birth:
Email:	

For any queries throughout the completion of this document, please contact your nearest Royal Life Saving NSW office.

Office Use Only	
Processed:	**Date:**

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About the Application

This application contains a workplace induction checklist, individual declarations and evidence of practical supervision that need to be completed "on the job" to apply for your Pool Lifeguard Licence for a specific facility.

The application is an official document that provides evidence of:

- Skills and knowledge demonstrated in the workplace
- Workplace shifts under supervision
- Workplace induction
- A Workplace Supervisor providing feedback where applicable

Candidates submitting this application must have successfully attained the Pool Lifeguard Skillset within the last 12 months.

Your Responsibilities

You are responsible for ensuring that:

- The application is completed in its entirety and submitted in good condition
- The application is made available to your employer and/or Workplace Supervisor when required
- Your Workplace Supervisor keeps your records up to date by signing the appropriate sections as required

Upon completion of the required components you must return your application to your nearest Royal Life Saving NSW office.

Approved Workplace Supervisor

An Approved Workplace Supervisor is someone that has the appropriate skills, knowledge and expertise to be able to monitor your progress.

A Workplace Supervisor may be:

- A qualified Pool Lifeguard, licenced to the facility at which you are being inducted, or
- A Risk Manager/WHS Manager within the Council or Organisation

Your Workplace Supervisor should be listed with Royal Life Saving as an Approved Workplace Supervisor.

If you do not have access to an appropriate person to act as your Workplace Supervisor, please contact your nearest Royal Life Saving NSW office.

Workplace Supervision

Your Workplace Supervisor is expected to:

- Verify that you are following your organisation's policies and procedures
- Provide feedback
- Maintain records relating to any other workplace training, progress & achievement
- Liaise with Royal Life Saving regarding any issues that may arise during the application process

Activity Schedule

Assessment Activity	Completion Date
Part 1 Workplace Induction Checklist	This should be completed on your first day of employment
Part 2 Organisational Work Health and Safety	Completed as soon as reasonably possible after employment in your workplace
Part 3 Supervision	Completed as soon as reasonably possible after employment in your workplace
Part 4 Workplace Supervision Verification	Completed upon completion of the components listed above

PLEASE NOTE: Submitting this application does not guarantee issuance of a Pool Lifeguard Licence. Incomplete applications will be returned to the Lifeguard for completion.

Part 1 Workplace Induction Checklist

This Checklist relates directly to safety issues in the workplace and is aligned with Royal Life Saving's Guidelines for Safe Pool Operation (GSPO).

This Checklist needs to be completed on Day 1 of employment in consultation with your Workplace Supervisor.

Workplace supervisor to confirm that the Lifeguard has an understanding or knowledge in the following areas of your facility operations	❐ ☒ Or N/A
Part A – GENERAL OPERATIONS	
1. Physical Layout	
• Facility floor plan/layout	
• Pool/s dimensions	
• Maximum number of patrons allowed, including bather loads	
• Location and use of alarms	
• Location of exits (including emergency and evacuation)	
• Location and use of fire fighting equipment	
• Location and use of first aid rooms	
• Location and use of emergency stop buttons	
2. Pool Supervisory Procedures	
• Communication systems	
• Guarding positions	
• Scanning strategies	
• Incident control and reporting	
• Public relations policies and procedures	
3. Personnel Policies and Procedures	
• Workplace staffing	
• Employee roles and responsibilities	
• Personnel directory and call out procedures	
• Uniform	
• In-Service training	

4. Workplace Health and Safety	
• Personal protective equipment	
• Incident reporting procedures	
• Risk assessment and management practices	
• Chemical delivery, storage and handling (if applicable)	
• Manual handling	
• Safety data sheets	
• Plant inspections and frequency thereof (if applicable)	
• Use and storage of oxygen equipment	
• Employee/employer responsibilities	
5. Maintenance	
• Plant and equipment (if applicable)	
• Buildings (if applicable)	
• Faulty reporting and repair	
6. Water Quality	
• Testing policies and procedures	
• Sanitisation and disinfection practices	
• Under/overdosing of pool chemicals and corrective actions (if applicable)	
7. Facility Programs and Services	
• List of programs and services	
• Program safety requirements	
• Pool or room set up and requirements	

PART B - EMERGENCY ACTION PLAN	
1. Minor Incident Procedures	
• Minor incident	
• First aid procedures	
• First aid equipment	
• Overcrowding	
• Disorderly behaviour	
• Weather	
2. Pool Water Quality	
• Accidental faecal contamination response plan	
• Vomit or blood contamination response plan	
3. Major Incident Procedures	
• Drowning	
• Suspected spinal injury	
• Cardiac incident	
• Chemical spill or leak	
• Other medical illnesses	
4. Staff Response	
• Minor incident	
• Major incident	
• Teamwork and communication	
• Equipment and first aid	
• Incident reporting	
5. Emergency Services	
• List of relevant emergency services	
• Contact details for each service	
• Call out procedure	
6. Evacuation Procedures	
• Fire	
• Chemical spill or leak	
• Bomb threat	
• Power failure (blackout)	
• Structural failure	
• Use of outdoor pools during electrical storms	

7. Critical Incident Stress Debriefing	
• Debrief policy	
• Contact names and telephone numbers	
8. Emergency Procedures Training	
• Simulation during training	
• During operating hours	
PART C - Practical Exercise: Object Retrieval in Deep Water	
The candidate must dive to the bottom of the deepest part of the pool and retrieve an object.	
PLEASE NOTE: *The candidate has already shown that they are competent in lifting a weighted rescue manikin in the training course, therefore this is only a test for the depth of the dive in your facility.* ***Swim fins may be used for dive pools.***	

Note to Workplace Supervisor: The policies and procedures above are based on a generic facility and are not exhaustive. If you have specialised requirements, the Lifeguard should be inducted appropriately. You should also ensure that relevant legislative requirements are met in relation to the employment of the Lifeguard.

Part 2 Organisational Work Health & Safety

Lifeguard Declaration

Please read and acknowledge your understanding of your organisations Work Health and Safety practices in relation to your role as a Pool Lifeguard.

1. I am aware and have been fully instructed on the internal procedures and policies in regard to the roles and responsibilities as a lifeguard at this facility.

2. I have been made familiar with internal and external WHS policies and procedures and have been given access to these documents where applicable.

3. I am aware of the Emergency Action Plans of this facility and have been given access to these procedures.

4. I am aware of the Operations Manual (or equivalent) of this facility and the contents of the document, specifically regarding the reporting processes of the following:
    - Damage within facility
    - Faulty equipment
    - Poor water quality
    - Use or maintenance of emergency equipment
    - WHS concerns

Lifeguard name: _____

Lifeguard signature: _____

Date: _____

Part 3 Supervision

The Lifeguard Applicant is to undertake three (3) controlled Lifeguard Supervision sessions. Each session should be structured to be of at least 2 – 3 hours in duration and where possible provide variety and change to the supervisory activities.

Session 1	Date:	Time:
Description of supervision activities:		
Workplace Supervisor feedback / comments:		

Session 2	Date:	Time:
Description of supervision activities:		
Workplace Supervisor feedback / comments:		
Session 3	Date:	Time:
Description of supervision activities:		
Workplace Supervisor feedback / comments:		

ROYAL LIFE SAVING NEW SOUTH WALES

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Part 4 Workplace Supervisor Verification

(**Questions *3 & 4 are mandatory for new Lifeguards only – existing lifeguards can be taken through observation sessions at the employer's discretion)***

	Yes / No
1. Has the Lifeguard Licence applicant been inducted into their facility of employment?	
2. Did the candidate demonstrate sufficient knowledge on the above which relates to their duties as a Lifeguard during these sessions?	
3. Did the candidate complete at least three (3) lifeguard sessions under supervision?	
4. During supervision sessions, has the candidate demonstrated the ability to: • Maintain effective surveillance? • Promptly and correctly identify any people at risk? • Identify any people with special needs? • Promptly and correctly identify any hazardous behaviour? • Promptly and correctly deal with any hazards associated with environmental conditions? • Take correct action with clients who were displaying inappropriate behaviour? • Work well with others in a team situation?	
Workplace Supervisor Signature:	**Date:**

Please send completed applications to your nearest Royal Life Saving NSW office

SYDNEY PO Box 8307 Baulkham Hills BC NSW 2153 T: 02 9634 3700 Email: courses@royalnsw.com.au	**HUNTER** PO Box 412 The Junction NSW 2291 T: 02 4929 5600 Email: hunter@royalnsw.com.au	**ILLAWARRA** PO Box 574 Wollongong NSW 2520 T: 02 4225 0108 Email: illawarra@royalnsw.com.au
NORTHERN PO Box 2455 Coffs Harbour NSW 2450 T: 02 6651 6266 Email: northern@royalnsw.com.au	**RIVERINA** PO Box 701 Wagga Wagga NSW 2650 T: 02 6921 7422 Email: riverina@royalnsw.com.au	**WESTERN** PO Box 313 Orange NSW 2800 T: 02 6369 0679 Email: western@royalnsw.com.au
ACT PO Box 266 Deakin West ACT 2600 T: 02 6260 5800 Email: act@RLSSA.org.au		