

Manly LSC

Standard Operating Procedure (SOP)

(Issue-1 15 March 2010)

MEMBER INDUCTION

- 1 The Purpose** of this document is to standardize the procedure for the induction of all Manly Life Saving Club members, irrespective of their membership class.

And to have a workable procedure that covers the complexities of a large volunteer organization, includes both club and members obligations, and is within the parameters of the OH&S Act and SLSA guidelines (Guidelines for Safer Surf Clubs Vol-1).

The procedure includes regular updates after the initial Induction to ensure members are up to date with the club procedures; in particular safety issues.

- 2 The Induction Process** is as follows:

New Member Induction is accomplished by the completion of the “Induction of Members Form” (copy attached), which will be sent out with membership application documents to be returned completed as a requirement of membership.

Existing Member update is accomplished by the completion of the “Members Update Form” (copy attached), which will be sent out each year with all other membership renewal documents and returned completed as a requirement of membership.

- 3 Ongoing**

A Safety (OH&S) Statement to be made at the AGM – To start with club safety policy and conclude with a general comments, as follows:

Occupational Health & Safety Policy

It is the policy of Manly Life Saving club to provide a safe and healthy Workplace and training environment for all its members and visitors.

The club shall ensure compliance with the Surf Life Saving Australia (SLSA)’s Occupational Health and Safety Policies and State and Federal Occupational Health and Safety legislation, in accordance with SLSA publications Guidelines for Safer Surf Clubs.

Health and safety at the workplace is everybody's responsibility. All personnel are expected to perform their work tasks in a safe manner and to observe the rules, procedures and established work practices, made known to them.

General Comments

Club safety is in your interest and your participation makes it happen, read safety notice boards, report potential hazards and importantly put your gear away and rubbish in the bin

Note: *Any current issue could be included, where appropriate.*

4 Education, training and instruction

Safe work practices is an ongoing commitment requiring regular official and in-house training courses and reinforcement prior to club activities and formal briefing before major events

Col Tansley (Safety Officer)

15 March 2010

MLSC INDUCTION OF MEMBERS FORM

This Induction form is to ensure all members have been made aware that the club has an organizational structure, procedures, rules, regulations and obligations, and where find this information.

All new and existing members must read the club “Information For Members” (and “Nippers Information” handbooks if applicable), the members book contains the following subjects and will also lead you all other required club information:

Welcome	Aims and goals	Code of Conduct
Environmental Statement	Brief History	About the Club
Becoming a member	The Bronze Medallion	Patrols
Competition	Nippers	Club Safety (OH&S)
Other bits of information	Club contact details	

Both books are available on the club website or hard copy from the club (admin)

Please complete the section below sign and returned to Manly Life Saving Club.

✂.....

NAME (please print) _____

I AM AWARE THAT IT IS A CONDITION OF MEMBERSHIP OF MANLY LIFE SAVING CLUB TO BE AWARE OF:

Emergency Exits – all exits are signed, familiarize your self with them

The club “Code of Conduct” - on safety notice board

The club “Occupational Health & Safety Policy” - on safety notice Board

Safety Posters around the clubhouse

Club newsletters, circulars and Club Captain reports

Who the club officials are

Where to get help, information or report any safety issues

Club website: www.manlylsc.com

Declaration: I have read the above and am aware that the club has an organizational structure, procedures, rules, regulations and obligations, and that all the information is available to me. I hereby agree that I will as a member and/or parent/guardian of a Nipper or under 18 year old Member, abide by all Club rules, regulations and instructions.

Signed _____ *Date* _____
Member being inducted and/or Parent/Guardian of an under 18 year old and/or Nipper member