Manitoba Coalition For Safer Waters

The Manitoba Coalition for Safer Waters (MCSW) is an interagency group that works co-operatively on water and ice safety activities in the province of Manitoba with the overall goal of reducing the number of drownings and near drownings.

For more information about MCSW, phone 204-787-1873 or visit our website at...

http://www.hsc.mb.ca/impact/s_w_index.htm
Preface

The Waterfront Safety Guidelines have been produced by the Manitoba Coalition for Safer Waters based upon drowning research and commonly accepted practices in the aquatic field. It is generally accepted that patrons of waterfronts have an important role to play in ensuring their own safety and the safety of those under their care. These guidelines are designed to assist waterfront owners and operators in determining the level of risk inherent at a selected waterfront, and to provide information on how to operate a safer waterfront for their patrons.

These guidelines are a resource and are not intended to replace or supersede applicable legislation. Owners and operators must review and obey all legislation, regulations and by-laws specific to their waterfront and operations. The Coalition does not claim or represent that these guidelines reflect all applicable legislation, regulations, and by-laws.

As each waterfront has unique features, no single document can adequately address every situation and need that exists. The guidelines set out in the Waterfront Safety Guidelines represent minimum requirements only. Additional safety efforts may be required depending on prevailing waterfront conditions. In addition, certain recommendations may be impractical or impossible to implement at a particular waterfront for geographical or other reasons. Owners and operators should apply good judgement in fulfilling the intent of these guidelines.

Readers are encouraged to seek out further resources for information in addition to these guidelines.
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How To Use This Manual

This manual has been divided into three sections.

- The first section (pages 1 - 7) consists of introductory material and a definition of terms used.
- The second section (pages 8 - 15) contains the Coalition’s minimum suggested safety guidelines for waterfronts.
- The third section (pages 16 - 36) is a series of appendices that contain additional information on topics mentioned in the safety guidelines section. In addition, the appendices provide guidance on how to set up a waterfront to the level specified in the guidelines.

We encourage all waterfront operators to review the entire document.

The Value Of Safe Waterfronts

A safe waterfront adds value to a community, minimizes incidents, and provides safe recreational opportunities for local citizens and visitors. Everyone can play a role in making Manitoba’s water recreation areas safer. It begins with recognizing that there are hazards and risks associated with recreation activities that take place in, on or near water. Owners, operators of waterfront properties, their patrons and the public in general can all take steps to avoid or minimize risks, and make waterfronts safer for everyone.
Definitions

Waterfront refers to any shoreline along a natural or man-made body of water (including both ocean and freshwater). This does not refer to swimming pools or water parks, which are governed by the Swimming Pool and Other Water Recreational Facilities Regulations of the Public Health Act of Manitoba.

Category 1/Supervised Waterfront refers to an area designated for swimming and wading where safety supervision is provided.

Category 2/Designated Unsupervised Waterfront refers to an area designated for swimming and wading where no safety supervision is provided.

Category 3/Undesignated Unsupervised Waterfront refers to an area that may or may not be suitable for swimming and wading, and where swimming and wading may or may not take place. No safety supervision is provided.

Category 4/Hazardous Waterfront refers to an area that is not suitable for swimming or wading due to known dangerous conditions, and where no safety supervision is provided.

Swimming area refers to that section of a waterfront marked and designated exclusively for swimming and wading activity. In this area hazards that pose a risk to the safety of patrons have been minimized. Boating is prohibited in this area.

Owner refers to a person, corporation or government who owns a waterfront (e.g. municipal or private corporation, provincial or federal government, camp owner).

Operator refers to a person or corporation designated by the owner as being responsible for the safe operation of the waterfront (e.g. private contractor).

Lifeguard refers to a person who has current lifeguard certification(s) and who is designated by the owner or operator of the waterfront to provide lifeguard services at a waterfront.

Waterfront Staff refers to non-lifeguard people designated by the owner or operator to perform duties associated with waterfront operations.
Guidelines For Waterfronts

General

Every owner and operator has a responsibility to maintain the area in a safe condition, especially in areas of high public use. These guidelines are recommended for all waterfronts:

- Any waterfront and swimming area intended for use by the public should be clearly marked with signs, buoylines, buoy markers, flags, or a combination of these.
- All signs should be posted where they are clearly visible to the public. These signs should indicate, at a minimum, the location of the nearest first aid station and phone for emergency use.
- Regularly inspect the designated swimming area and waterfront for hazards (broken glass, hidden underwater dangers, etc.) and eliminate where possible. Where hazards cannot be eliminated, the risk they pose to patrons should be minimized.
- Signs indicating water depth changes and hazards such as currents, drop offs, or rocky bottoms should be posted as close to the hazard as possible.
- At staffed waterfronts, signs displaying the hours of supervision or services in the areas should be posted and clearly visible to the public. Use of flags may also denote operation times. At unsupervised waterfronts, signs indicating that the swimming area is unsupervised should be posted and clearly visible to the public.
- A telephone, or other communications device along with emergency contact information should be available for emergency use. Public telephones should be located in a highly visible and easily accessible area close to the waterfront.
- Personal watercraft and boats should be kept away from public swimming area(s). The swimming area(s) should be clearly marked, visible and recognizable from the water as restricted areas in which personal watercraft and other boats are not allowed.
- Rules should be posted to encourage safe behaviour in, on or around the water. Such rules should be appropriate for the specific waterfront. Reasonable attempts should be made to enforce posted rules.
- Waterfront and equipment inspection and maintenance programs should be established. Any required repairs and replacements should be made promptly. Records should be kept of daily, weekly, and seasonal opening and closing inspections.
Public Education

- Public education should be a key concern for any owner/operator whose waterfront is used by the public, and should form part of the management plan for that waterfront.
- Teaching waterfront patrons about water safety enables them to develop the knowledge, skills and judgement required to make informed decisions about their safety and the safety of others while participating in activities in, on and around the water.
- A public education strategy at the waterfront will encourage patrons to take control and be responsible for their own behaviour, and consequently help prevent incidents from occurring.
- Public education can take many forms, including signage and brochures. Lifeguards or waterfront staff can promote safety on issues like child supervision, dangerous behaviour, or the use of lifejackets/personal flotation devices (PFDs).

Alcohol Consumption

- Alcohol consumption is prohibited in public places under the Liquor Control Act of Manitoba. A “public place” refers to any place, building or convention to which the public has, or is permitted to have access and any highway, street, lane, park or place of public resort or amusement. Signs may need to be posted to indicate that alcohol consumption is prohibited at the waterfront.

Operation of Vehicles

- It may be necessary to restrict the operation of all-terrain vehicles and similar activities to specific areas of the waterfront. Operation of both non-motorized and motorized vehicles can pose a danger to beach patrons.

Use by Large Groups

- It may be necessary to educate large groups about appropriate child to supervisor ratios at waterfronts. Group safety information should be emphasized.

Use of Inflatable Objects

- Although inflatable objects are not banned at all waterfront situations, certain factors such as offshore winds, surf and currents can make these objects extremely dangerous. Public awareness should be emphasized.

On-Shore Games and Activities

- It may be necessary to restrict certain on-shore activities to designated areas of the waterfront. Games such as football, baseball, volleyball, etc., can pose a danger to toddlers and other beach patrons.

Pets

- To avoid incidents and unsanitary conditions, it may be necessary to develop rules regarding pets at the waterfront.
Category 1/Supervised Waterfronts

At waterfronts where lifeguard supervision is provided, the following guidelines are recommended:

Communications

- A telephone, or other communications device, should be available for emergency use. This should be accompanied by a list of names and numbers of the local emergency services.

Lifeguard Qualifications

- The recommended minimum qualifications for a lifeguard are:
  - 16 years of age or older.
  - A current (not more than two years old) National Lifeguard Service (NLS) certificate (any option). It is recommended that waterfront staff have NLS Waterfront option.
  - A valid Standard First Aid certificate as defined by the Swimming Pool and Other Water Recreational Facilities Regulations of the Public Health Act of Manitoba.
  - A current CPR - Level C certificate. An annual review is recommended.
- Training beyond these minimum standards is highly recommended. Suggestions for further training are listed in Appendix 3.

Number of Lifeguards on Duty

- The number of lifeguards required will vary depending on the needs and conditions of each waterfront. See Appendix 3 for further information on determining the number of lifeguards required to supervise a waterfront.

Principles of Supervision

- Lifeguards must be visible at all times to patrons in, on, or near the water.
- The sole responsibility of lifeguards is the safe supervision of the public. Other duties such as maintenance or administration must not infringe on this responsibility. Communication with patrons for safety education purposes must take place, but at all times at least one lifeguard must actively scan the waterfront.
- If the lifeguards on duty must leave the waterfront or beach for any reason, other lifeguards must take over. If supervision of the waterfront cannot be maintained, the public must be advised that no lifeguard is available.
Orientation and Training of Staff

- Before assuming their duties, all staff should receive training in the operation, surveillance, and emergency procedures relevant to the waterfront. This should include a review of the written job description, performance expectations and/or policy manuals.

- In-service training for staff should be provided on a regular basis. Waterfront lifeguards have a special need to maintain physical and technical skills. The larger area and unique environmental conditions at a waterfront mean that being in good physical condition is critical. Staff must be prepared to provide emergency interventions for extended periods of time because many waterfronts do not have emergency medical services immediately available.

Emergency Procedures

- Clearly written emergency procedures should be developed for all waterfronts. These should be provided to staff before their first shift, and posted in the first aid or lifeguard station.

- Emergency procedures are regularly reviewed and practised at in-service training sessions held throughout the duration of the lifeguards’ employment.

- Incident reports are established and maintained to record the “who, when, where, why and what action taken” for all incidents and emergencies. Incident reports should be retained for a minimum of three (3) years. Reports should include maps of the area to record locations of incidents and emergencies so that patterns may be established and preventative action taken. See Appendix 5 for a sample Incident Report Form.

Signage

- Signs that convey safety information should be posted at entrances and exits to the waterfront, or where there are no specific entrances and exits, at reasonable intervals along/near the swimming area, (see Appendix 4).

Control of Hazardous Areas

- Dangerous swimming or waterfront areas should be clearly marked “no swimming” or “no entry.” Floatlines, buoy markers, or physical barriers may also be required to keep the public away from the area. These markers should be obviously different from ones that designate safe swim areas.

Uniforms

- All waterfront staff should be clothed so that they are easily identified. Lifeguard uniforms should not restrict movement or emergency response time. Uniforms worn by other staff should be designed so that they will not be mistaken for lifeguards or other emergency staff.

- A lifeguard’s uniform should include some form of UV protection, a pair of polarized sunglasses, a hat, and a whistle.

- Further information on uniforms is located in Appendix 3.
**Rescue Equipment**

Sufficient rescue equipment should be available to meet the needs of the waterfront. Suggested equipment includes, but is not limited to:

- One buoyant rescue aid (rescue can/rescue tube) for each lifeguard on duty.
- Binoculars
- Masks, fins and snorkels for searches.
- A paddle board (rescue board) or other rescue craft should be available when any part of the swimming area is more than 50 metres from shore, or the surface area of the swimming area is greater than 2500 square metres. A rescue craft is desirable when any part of the swimming area is more than 25 metres from shore.
- An elevated lifeguard tower or station, with a seat not less than 1.8 metres above the water surface, which permits an unobstructed view of the entire supervised waterfront.
- A cellular telephone inside a waterproof bag, if a telephone line is unavailable.

Further information on waterfront equipment is located in Appendix 3.

**First Aid Equipment**

First aid equipment should be available to meet the needs of the waterfront. Suggested equipment includes, but is not limited to:

- A first aid kit located where it can be easily accessed by lifeguard staff. The kit should be inventoried on a regular basis and re-stocked as necessary.
- A personal first aid pouch for each lifeguard on duty.
- A spinal board with attached straps and head block that allows for the complete immobilization of a patient's body. This board should be waterproof and fit on a standard ambulance stretcher.

Due to the distance between most waterfronts and emergency services, additional emergency equipment such as oxygen and an automated external defibrillator may be recommended. Training and licensing may be required for use of this equipment.

Further information on first aid equipment, including suggested first aid kit contents, is located in Appendix 3.
Category 2/Designated Unsupervised Waterfronts

At waterfronts designated for swimming where no lifeguard supervision is provided the following guidelines are recommended:

Communications

- A telephone, or other communications device, should be available for emergency use. This should be accompanied by a list of names and numbers of the local emergency services. If telephone installation is not reasonable, posting the location and distance of nearest public phone is recommended.

Signage

- Signs should be posted at entrances and exits to the waterfront, or where there are no specific entrances and exits, at reasonable intervals along/near the swimming area, that convey safety information (see Appendix 4).

Staff

- The owner/operator of a Category 2 waterfront may decide to employ staff at that waterfront. The duties and responsibilities of such staff will be determined by the role assigned to them by the owner/operator but would not include supervision of swimmers. Qualifications for such staff may be similar to those required for lifeguards as noted in the section pertaining to Category 1 waterports. See Appendix 3 for further information about staffing.

Uniforms

- Any staff at a Category 2 waterfront should be easily identified. Further information on uniforms is located in Appendix 3.

Rescue Equipment

- Any staff at a Category 2 waterfront responsible for emergency response services should be provided with sufficient rescue equipment to allow them to carry out this duty. See the section about Category 1 waterfronts and Appendix 3 for more information.

- Where there is no staff at a Category 2 Waterfront consideration should be given to providing conveniently located rescue equipment for emergency use:
  - A buoyant throwing aid attached to a 6mm line at least 8 metres in length.

First Aid Equipment

- Where a Category 2 waterfront is staffed and the staff is responsible for providing first aid treatment, sufficient first aid equipment should be available to allow staff to carry out this duty. See the section about Category 1 waterfronts and Appendix 3 for more information.
Category 3/Undesignated Unsupervised Waterfronts

A Category 3 waterfront is any waterfront not explicitly designated for swimming and wading, or not determined to be hazardous for swimming and wading. Category 3 waterfronts vary widely in their features, public use, and accessibility.

Category 4/Hazardous Waterfronts

Because of the dangers present at a Category 4 waterfront, swimming is not advisable at any time. Owners/operators of Category 4 waterfronts, especially with high levels of public access and or close to other waterfronts used for swimming should consider:

- Posting signs at the entrances and exits to the waterfront, or where there are no specific entrances and exits, at reasonable intervals along the waterfront, indicating:
  - “Danger, Hazardous Conditions” (The precise hazards should be identified)
  - “No Swimming”
  - The location of the nearest communications device available for emergency use.

- Using floatlines, buoy markers, or physical barriers to keep the public away from the area. These markers should be obviously different from ones that designate safe swim areas.

- Providing rescue equipment at convenient locations for emergency use. This is especially important where a Category 4 waterfront is close to another waterfront that is used for swimming, or is subject to heavy foot or vehicle traffic.
Appendix 1 - Legal Liability

Owning or operating a property that contains a body of water entails certain risks and responsibilities. The legal responsibility for providing safe waterfront areas is covered by The Occupiers’ Liability Act of Manitoba that states:

“An occupier of premises owes a duty to persons entering on the premises, and to any person, whether on or off the premises, whose property is on the premises, to take such care as, in all circumstances of the case, is reasonable to see that the person or property, as the case may be, will be reasonably safe while on the premises.”

“Occupier” includes:
- a person in physical possession of premises (owner and operator)
- a person who has responsibility for, and control over, the condition of premises or the persons allowed to enter the premises (owner and operator)
- if a specific operator is not designated, the owner is responsible for the waterfront.

“Premises” includes land, structures, water, ships and vessels. If the occupier fails to ensure that a person on the premises is “reasonably safe,” they may have legal action taken against them if the failure results in injuries or property damage to that person.

The general standard used to determine negligence is to make comparison to what “a reasonable person” would have done, or not done, in similar circumstances. Persons with special training will be compared to their peers with the same training.

There is a general expectation that organizations responsible for waterfront areas are aware of the hazards. Pleading ignorance or stating “we did not know about the hazard” does not work as a defence in a court of law. The organization owning or operating the waterfront area should go through the exercise of identifying and listing risk exposures in order to come up with a risk management plan recognizing that the plan should be followed.

A systematic listing of risks should be combined with a written plan showing how these risks will be minimized or eliminated, utilizing existing resources. In the case where certain risks are not prioritized for action, the decisions and reasons for them should be documented.

Since laws change and are updated from time to time, owners and operators should refer to the most current version of a particular law.
SPECIFIC LIABILITY CONCERNS

Liability of Employers-Employees

If waterfront owner/operators contract with an outside supplier for waterfront staff, they should ensure that the contractor’s employees are covered by liability insurance. The contract terms, especially job description of waterfront staff, should be approved by both the waterfront owner/operators and the employing organization.

Liability of the Organization for Volunteers

It is in everyone’s best interest to provide all volunteers with a written job description or a Letter of Understanding that defines what the volunteer is expected to do in his or her volunteer capacity. This written document should note any restrictions or limitations that the volunteer should follow regarding his or her volunteer activities (e.g. not using motor boats). Volunteers, like employees, should not perform tasks that put them at risk of injury.

All volunteers should be advised of what protection they have, or do not have, against lawsuits arising from volunteer activities. In many cases, volunteers can be added to general liability policies carried by the “employing” organization at minimal or no additional cost.
Appendix 2 - Waterfront Risk Management

Developing A Risk Management Plan

Purpose of a Risk Management Plan

A risk management plan is a customized written plan that identifies and evaluates the risks of a particular waterfront. It defines the most effective ways to eliminate or minimize those risks. The risk management plan must be regularly reviewed and updated so it remains effective and relevant.

Although each risk management plan is developed to address the unique conditions of a specific waterfront, the process of creating such a plan is somewhat standard. Having a standard risk management process helps ensure consistent policies and procedures are in place throughout Manitoba.

A comprehensive risk management plan for waterfronts will consider various types of risks, including liability risks (e.g. injuries to the public), property risks (e.g. fire damage to buildings), and environmental risks (e.g. gasoline spills in water). The main focus of these Guidelines is on risks that may result in injuries to persons.

Creating a Risk Assessment Panel

A risk management plan should be prepared by a small group (about 4-8 people) that represent a cross-section of people who are most familiar with the waterfront, such as:

- Management or local administrative personnel, who are aware of resources, new plans and ventures.
- Front-line employees, who are in the area on a regular basis and are familiar with the activities that occur there.
- Local business owners or operators who have a vested interest in a safe waterfront.
- At least one member should be independent from the owner/operator of the waterfront, to provide an outside perspective on the process.
- At least one member of the panel should be experienced and knowledgeable in general waterfront safety beyond the scope of the waterfront under review.
- It may be beneficial for some of the members of the panel to be non-local, to provide a different perspective.

When creating or reviewing a risk management plan for a waterfront, the panel should:

1. Complete a site assessment of the waterfront
2. Prioritize the risks
3. Identify ways to minimize or eliminate risks
4. Draft the written risk management plan
1. Site Assessment

Purpose of a Site Assessment

A site assessment is intended to identify and list the risks that could result in accidents or injuries. Before a waterfront is assessed for the first time, it may be helpful to consult reports on similar waterfronts to gain insight on potential risks. When a waterfront is being reassessed as part of a regular review of the risk management plan, earlier site assessments should be consulted before and after the survey to see if previously identified risks have been dealt with, or have changed. The results of a site assessment should be recorded and kept on file for future reference.

There are three main parts to a site assessment – the on-site assessment, reviewing existing records and comparing with other owners and operators. The on-site assessment of the waterfront is the most important.

a) Conducting the On-Site Assessment

Factors to consider while conducting an on-site assessment of a waterfront include, but are not limited to:

- **Size of bather population** – number of persons in, on or around the water, estimates of average and peak patron numbers on weekdays, weekends and holidays, and per week, month and season of operation.

- **Disbursement of bathers** – How far do people go into the water from shore? How far apart are they? Where are the access sites? It is beneficial to obtain information about how different numbers of bathers produce different disbursements.

- **Bather demographics** – This is the population distribution of beach-goers. Who uses the waterfront most (families, singles, seniors, mixed, etc.)?

- **Water conditions** – Water temperature, wave size, wave type, existence of currents, types/strength of currents, location and type of break line, etc.

- **Water depth** – How deep is the water at shore? At what point does the water reach 1 metre and 2 metres in depth? Are there any sudden drop offs or slopes?

- **Water visibility** – Clarity/turbidity, presence of foreign matter, colour

- **Bottom conditions** – Amount of slope, smooth or uneven bottom, sand bar locations, rocks, holes, seashells

- **Weather conditions** – What is the air temperature? How strong are the prevailing winds? How much sun? Are there sheltered locations at the waterfront?

- **Waterfront conditions** – What is the size of the waterfront area? How large is the supervised or designated swimming area? How much shallow/deep water is there? What is the effect of surf and waves?
- **Air Visibility** – Is there fog? Are there clear sight lines for patrons and lifeguards?
- **Waterfront design** – Where are the wharfs or boat launches? Are there any natural hazards? How are activity areas designated? What is the normal flow of traffic/people?
- **Special activities and groups** – Are there special needs that should be considered (e.g. day camps, special events, boats)?
- **Equipment availability, placement and condition** – Where are the emergency communications, lifeguard towers/chairs, emergency rescue equipment and vehicles, public telephones?
- **Emergency response time** – How fast can medical care respond to the site?

Note: The site may require several assessment visits to determine the answers to some questions.

b) Reviewing Existing Records

All existing records about previous accidents or incidents that occurred in this area should be reviewed.

c) Comparison with Other Owner/Operators

It is often beneficial to compare information with other waterfront owner/operators. They may be aware of other possible risks.

2. Prioritize Risks

Once a site assessment has been completed and a list of risks for a waterfront has been created, it is necessary to **prioritize the list of risks**, from those most requiring prevention measures to those that are minor and may not require immediate action.

3. Identify Ways to Eliminate or Minimize Risks

At the same time, **ways that risks could be eliminated or minimized should be identified**. Even if resources will not allow for the immediate elimination or minimization of all risks on the list, it is important to identify risk reduction measures for future budgets.
4. Drafting of the Written Risk Management Plan

Once the first three steps in the process are completed, enough information has been gathered to develop a written risk management plan for the waterfront. Each risk management plan must address the specific risks identified by the previous steps in the process, but there are commons factors that should be considered in every plan.

The completed risk management plan should form a core part of a waterfront’s operating plan and be reviewed on a regular basis. At most waterfronts, site assessments should be repeated at least once a year, generally before the waterfront opens for the season. More frequent surveys may be necessary depending on water, weather or other conditions.

Topics and questions that are commonly addressed in a written risk management plan include, but are not limited to, the following:

**Public Awareness**
- What hazards/risks should the public be made aware of?
- How is the public currently made aware of the hazards or risks?
- How can the public learn more about the risks associated with the waterfront?
- How does the public know the level of supervision at the waterfront?
- Are the signs posted in “high use” areas or in areas with a history of incidents?
- Does the public know whom to contact in an emergency?
- How is the public informed that alcohol consumption at a public waterfront is illegal?

**Equipment**
- Does this location require lifesaving equipment?
- What type of equipment is needed?
- Is the equipment in a designated, advertised location?
- Is the equipment checked regularly for proper operation?
- Is the location of the nearest telephone posted?

**Waterfront Personnel**
- Does the waterfront require staff?
- If staff is required, but budget does not allow, what measures could be taken to provide staff in future?
- What are the appropriate qualifications for waterfront staff?
- How are the qualifications of employees assessed?
- Are their skills regularly tested?
- How are the employees trained in emergency procedures for this waterfront location?
- Is there a staff uniform? Can it be easily identified by the public?
Emergency Response Procedures

- What are the emergency response procedures?
- Are the emergency response procedures clearly written and distributed to staff?
- Is the staff familiar with the procedures?
- Are the procedures practised regularly?
- What procedures does staff follow in case of a missing person, a spinal injury, or other incidents?

Separation of Incompatible Activities

- Do multiple activities happen at the waterfront?
- Should activities be separated?
- How should activities such as swimming, boating, use of personal watercrafts, and use of all terrain vehicles be separated?
- Should some activities be restricted?

Waterfront Protocol

- Should there be specific rules for the waterfront?
- Are the rules written and posted?
- Are the rules applied consistently?
- Have the rules been checked with authorities who have jurisdiction for legal requirements?
- Are the routes for emergency vehicles kept clear at all times?
- Are speed limits posted in the parking lots?

Reporting Incidents

- What are the written procedures for reporting incidents and follow-up?
- Are Incident Report Forms used?
- How long are incident reports kept on file?

Property Maintenance

- Are there written procedures for the maintenance of the waterfront property?
- What procedures ensure that all public areas are kept clean, the quality of drinking water is checked, and broken objects are removed?
- Is heating and electrical equipment safely installed and maintained to avoid fires or electrical hazards?

Preventing Injuries to Staff

- Is protective clothing provided? (e.g. proper gloves for refuse pickup)
- Are staff trained to handle unruly members of the public?
Legal Responsibility

- Are you aware of your legal responsibilities for activities at the waterfront?
- Do commercial operations at the waterfront carry general liability insurance? (e.g. watercraft or equipment rentals, food concessions)
- Is there written evidence of this insurance?
- Do operators carry Workers’ Compensation for their employees? Have you seen written evidence?

Environmental Concerns

- What should be done in case of a chemical spill?
- Are there algae or water quality concerns?
Appendix 3 - Waterfront Operations

Staff

The owner or operator of a waterfront facility must decide whether or not to hire staff for the waterfront based on the needs and risks identified in the risk management plan and the resources available.

General

The qualifications and certifications required of staff at waterfront should reflect the duties assigned to them by the owner/operator. Staff roles and responsibilities should be identified in job descriptions. These might include, but are not limited to:

- Educating the public about beach and water safety.
- Monitoring hazards at the waterfront/injury prevention.
- Administering public information or education programs.
- Evaluating or implementing safety procedures or standards.
- Providing first aid and emergency services to waterfront patrons.
- Participating in the ongoing risk assessment of the waterfront.

Lifeguard Staff

The main concern of lifeguards at a supervised waterfront is the safety of patrons. The duties performed by lifeguards at a waterfront can be grouped in four categories:

1. Providing Safety Supervision
   e.g. - scanning the waterfront for potentially hazardous situations

2. Promoting Safety/Preventing Injuries
   e.g. - teaching the appropriate use of inflatable water toys
   - informing the public about wind and water conditions
   - educating patrons about how to minimize drowning risks

3. Treating Injuries
   e.g. - providing basic first aid such as bandaging a cut

4. Performing Emergency Procedures
   e.g. - retrieving a person who has been blown too far from shore on an air mattress
   - rescuing a swimmer in distress
Lifeguards may also be involved in the ongoing risk assessment of the waterfront and in monitoring and administering safety procedures/standards.

At any waterfront, staff should be managed by supervisors who are familiar with water safety concepts and protocols. Proactive management of a waterfront ensures safety is maintained at the highest possible standard at all times. Lack of professional management of a waterfront can lead to:

- problems in fulfilling training and procedural requirements.
- problems in obtaining insurance to cover staff.
- increased difficulty in recruiting or retaining staff.

**Determining the Number of Lifeguards Required**

There is no rule for determining the number of lifeguards required to supervise a waterfront. It may be impossible to provide adequate lifeguard or other safety personnel on crowded waterfronts to ensure the safety of all waterfront users. Some factors to be considered when deciding the number of lifeguards required include, but are not limited to:

- Length of the shoreline
- Depth of the swimming area
- Width of the swimming area
- Size of the bather population (number of persons in, on or around the water)
- Distribution of the bather population (distance from shore, distance apart)
- Bather activities (sun tanning, swimming, playing Frisbee.)
- Bather demographics (predominately families, singles, seniors, mixed)
- Water conditions (temperature, wave size & type, existence of currents)
- Weather conditions (air temperature, amount of sun, prevailing winds)
- Potential hazards (submerged rocks, holes, sandbars)
- Geographical features (curved shorelines, inset coves, large dunes)
- The experience and training of the lifeguards on duty

**Further key points to consider include:**

- Larger and more complex waterfronts require more lifeguards, often with increased or specialized training.
- Waterfronts with very large bather loads, those subject to concentrations of bathers in specific areas, or those where patrons undertake specific activities which place increased demands on lifeguards, generally require more staff.
- Additional lifeguards are required to supervise when equipment, leisure accessories, or other structures are provided for the enjoyment of the public.
- Distance to the nearest hospital or enhanced medical care.
Additional Training for Lifeguards

In addition to the minimum suggested qualifications for lifeguards given in the Guidelines for Category 1/Supervised Waterfronts, the following additional training may be desirable for staff to obtain:

- NLS Waterfront, Lifesaving Society
- NLS Surf, Lifesaving Society
- Boat Rescue for First Responders, Lifesaving Society
- Emergency Medical Responder, Canadian Red Cross
- Emergency Medical Responder, Manitoba Health
- Pleasure Craft Operator Card, Agencies accredited by Canadian Coast Guard
- Automated External Defibrillator Certification, Canadian Red Cross
- Advanced First Aid, St. John Ambulance
- Oxygen Administration, St. John Ambulance
- Or other accredited training agencies.

Waterfront Staff

Some Category 1 waterfront owners/operators may decide to have additional staff present to assist lifeguards on duty. As well, owners/operators of Category 2 or Category 4 waterfronts may have staff to provide services listed in section “Waterfront Operations – Staff”, except for supervision duties. Waterfront staff should not be responsible for supervising swimming activities because they perform functions that divert their attention from the designated swimming area.

Qualifications for waterfront staff at a waterfront should reflect the designated responsibilities. These qualifications and certifications may be similar to those set out for lifeguard staff, which are set out above.
Uniforms

All waterfront staff should wear an easily identified, standard uniform that is suitable to the job requirements. The uniform should have a nametag or identification of their position, e.g. Lifeguard, Waterfront Patrol, First Aid.

When Choosing A Waterfront Uniform, Consider:

Colour

Distinctive colours help the public identify staff members. Research shows:

- *Bright Yellow* is highly visible from a distance, and recognized as indicating “emergency staff”
- *Red* is highly visible from a distance, and recognized as indicating “emergency staff”
- *Navy or Light Blue* indicates “authority” such as police or ambulance

Any uniform colour combination of yellow and red would be appropriate for emergency staff at a waterfront. Staff with enforcement duties, such as by-law officers, will be best identified by wearing blue uniforms. The uniforms for waterfront staff members performing other duties should not be made of these colours.

Lettering

There is no set regulation on printing size for a uniform. The printing should be readable from a distance. Most uniform print size is more than five centimetres.

Suitability For Working Conditions

Outdoor staff should wear uniforms that are suited for the environmental conditions. They should be encouraged to exercise good sun protection habits (sunshades, hats, sunscreen and UV protection sunglasses). Uniforms should also be easy to remove in case of an emergency water rescue.
Waterfront Equipment

Every waterfront is unique and has its own equipment needs. The risk management plan will assist in determining what equipment is required for the area. Equipment includes such things as buoy markers, first aid supplies and lifesaving equipment.

The type and amount of equipment used at a waterfront will depend upon many factors including, but not limited to:

- Whether the waterfront is staffed
- The size of the waterfront area
- The number of patrons expected to use the waterfront
- The location of the nearest ambulance and hospital

Communication Equipment

There are four purposes for communication equipment at a waterfront area:

- To communicate information to the public
- To communicate between staff and the public
- To communicate among staff
- To communicate with emergency services personnel

Common forms of communication equipment used at waterfronts include:

- **Signs** to give the public information. See Appendix 4 for sample signs.
- **Signalling Equipment** such as whistles, sirens, or loud speakers that allow staff to communicate with the public and with each other.
- **Telephones, Two-way Radios, and Cellular Phones** allow staff to communicate with each other and with emergency medical services.

Rescue Equipment

Rescue equipment at a waterfront may include any or all of the following:

- **Reaching Poles** of the “Shepherd’s Hook” type are used when a victim is within reaching distance of the shore or a rescue craft. Drowning victims may not grab an aid placed within their grasp, so the “hook” portion of the pole is important. Poles should be made of a lightweight, non-conductive material.

- **Ring Buoys** attached to a length of buoyant line are thrown to victims at a distance. They are usually hung in a prominent place close to the waterfront to be available for use in an emergency.

- **Rescue Cans/Torpedo Buoys** come with a length of rope and a strap that slips over the rescuer's shoulder. The shoulder loop should be attached to the rescue can with a 6mm line of at least 1.6 metres in length. Rescue cans are rigid and have handles so they can be used to assist a rescuer towing or carrying a distressed swimmer or drowning victim.
• **Rescue Tubes** are similar in shape to rescue cans, but made of soft foam with a waterproof coating. They have an attached line with a shoulder loop at one end and a snap hook at the other. There shoulder loop should be attached to the tube with a 6mm line of at least 1.6 metres in length. Because of its flexibility, the tube can be wrapped around the victim and secured with a snap hook. The lack of handles on a rescue tube can make it hard to hold onto. Utilized by trained staff, however, rescue tubes are very effective in cases where a victim must be towed or carried.

• **Throw Bags** are more commonly used in white-water situations, but may be carried by staff at waterfronts with specialized features or as an aid used from a rescue craft. They consist of a bag (usually nylon or canvas) with a length of rope coiled inside it, and a foam float in one end. The rope comes out of the bag while it is in flight. With practise these bags can be thrown far with a good degree of accuracy.

• **Paddle Boards/Kayaks/Boats** are generally used at waterfronts where the designated swimming area extends more than fifty metres from shore. If a boat is used, it should contain all safety equipment required by law as per the Canadian Coast Guard. Additional equipment carried in a boat could include:
  
  o first aid kit
  o blankets
  o mask, snorkel and fins
  o communication equipment
  o buoyant aid with a line

  The waterfront should have appropriate storage and maintenance facilities for the paddleboards and boat(s) so that this equipment is available and in good working order.

• **Masks, Fins & Snorkels** are used to search underwater for missing persons or items. In deep water with low visibility, they are often used with a weighted line.

• **Wide-Angle Binoculars** are used by staff for improved vision of the waterfront.
Operation Of Rescue Craft

At any waterfront where rescue craft are used, it is recommended that:

- The rescue craft is clearly marked to indicate its emergency role.
- The size and type of the rescue craft is determined by the needs of and conditions of the specific waterfront. Some lakes and waterways have restrictions on the type of craft that can be used on them.
- The rescue craft and all the equipment it carries should conform to all relevant legal requirements, including those of the Canadian Coast Guard.
- A daily safety and operations checklist should be developed for staff to ensure that the rescue craft is maintained in good working order.
- Every person using the rescue craft should be trained in its operation and safe handling, and be trained in proper rescue techniques.
- All lifeguards using the powered rescue craft should hold a Pleasure Craft Operator (PCO) Card in order to meet with Federal regulations.

First Aid Equipment

The following lists outline the suggested minimum contents of a main waterfront first aid kit, and personal first aid packs for individual emergency staff.

First Aid Kit

- protective gloves (latex/vinyl)
- barrier device(s)/pocket face mask(s)
- scissors
- triangular bandages
- gauze dressings, individually packaged (5 cm x 5 cm, 10 cm x 10 cm)
- adhesive dressings, assorted sizes, individually packaged
- abdominal dressings, individually packaged
- pressure dressings, individually packaged
- rolls of gauze conforming bandages, individually packaged
- rolls of adhesive tape
- safety pins
- tweezers
- antiseptic solution or sterile water
- ASA (acetylsalicylic acid) tablets
- oral glucose
• cold packs
• blankets
• penlight or flashlight, with batteries
• pen, pencil and note pad
• watch or other timing device
• plastic bags of various sizes
• Incident Report Forms (see sample form in Appendix 5)

**Personal First Aid Pouch**
• protective gloves (latex/vinyl)
• barrier device/pocket face mask
• basic first aid supplies (e.g. gauze pads, tape, scissors, adhesive strips)

**Spine Board** with head/chest/hip straps & headpiece
Infrastructure

Infrastructure may include the following.

**Waterfront Stations** provide the public with a visible central location for emergency services. Such stations can serve as a headquarters for the staff on duty, or as a central meeting point in emergency situations. They may also serve as the First Aid station, or as a waterfront observation point if a tower is built on top of, or into, the structure. The number of stations will depend upon the size of the waterfront and the number of people who normally use the area.

**Observation Towers** are used by lifeguard staff to observe and supervise the waterfront. They should be not less than 1.8 metres above the water surface, and constructed to allow fast, easy, and safe entry and exit by a lifeguard in emergency situations. The safety of lifeguards and patrons on and around this structure is a priority. It must be maintained in good condition.

**Storage Facilities** are used by waterfront staff to store equipment such as rescue gear, boats, and portable observation towers, etc. Sometimes a storage facility is built into a Waterfront Station, but separate facilities are also common.

**Designating Swimming Areas**

**Float lines** - Designating the swimming area with float lines is appropriate for calm water areas. Float lines may be constructed by stringing polyethylene floats on polypropylene or plastic woven line. If cost is a factor, floats may be made from wood or empty plastic bottles. A bright colour (white, yellow or fluorescent orange) gives float lines the greatest visibility. The ends of the float lines should be spliced onto rustproof swivel clips and secured to anchor chains, posts, rafts, or docks. Posts at corners should be well above the water surface and painted brightly. Anchors with the anchor lines should be well above the water surface and painted brightly. Anchors with the anchor lines should be angled into the direction of the prevailing wind.
The number of buoys may vary; however, each requires a single anchor that is set, then removed at the end of the season. If the area has a sandy bottom, conditions constantly change. A diagram of the area should be made and changes noted as they occur especially following storms. These diagrams should be kept on file to determine the designated area from year to year. Markers should be used to indicate underwater hazards or shallow areas. If waterfront is adjacent to or on a federal waterway it should be marked according to Canadian buoyage system.

---

**Flags on Shore** – Flags on shore may be used to mark off the swimming area or to communicate hours of staff presence. The water area between the flags is designated...
as the swimming and wading area. Several countries use this system by planting two flags (red and yellow single horizontal stripes) on the waterfront. The advantage of such a system is flexibility because flag positions can be changed depending upon conditions. However, it should only be used where staff is available to change the positions.

**Using Flags to Communicate Swimming Conditions:**

A Flag System is only appropriate for a staffed waterfront because conditions can change rapidly, and flags may need to be changed frequently. Different coloured flags are used to communicate information about swimming conditions. The following is a commonly used system:

- **Green Flag** – conditions good, safe to swim
- **Yellow Flag** – conditions can make swimming risky/swimming limited to a specific area
- **Red Flag** – dangerous water/wind conditions, swimming not advised/prohibited.
**Separating Incompatible Activities**

A designated swimming area should be clearly defined and separated from other incompatible activities such as boating and using personal watercraft. The most acceptable methods to mark the separation of these activities include highly visible buoys, float lines and/or flags.

- A float line marking is the most acceptable and recognized method of defining the designated area for swimming.
- Flags on the shore and single visible buoys in the water can best designate swimming areas at large waterfronts or where the current is too strong for float lines.

Where float lines or buoys are used to designate a swimming area, a second float line or line of buoys should be used to designate a buffer zone between the swimming area and the area for watercraft. This second line should be at least 10 metres from the first line. The second line should have markers a minimum of 1 metre in height, with an appropriate sign restricting watercraft operation.

All watercraft should be prohibited from designated swim areas. Any unsafe operation of watercrafts or vessels should be reported to the RCMP or local authority.

A designated launching and retrieval area for all watercraft, including a route to the area where the craft can be safely operated, should be identified through signs and/or markers. The watercraft operator must meet all “safe boating” regulations.
Appendix 4 - Waterfront Safety Signs

The level of supervision or non-supervision provided at the waterfront should be communicated to the public through signage. Important factors to consider when using signs are:

Size and Location

- The location of signs is extremely important. General signs should be located at all access points to the waterfront. Specific warning signs should be located at highly visible locations near the hazard it is identifying.
- Signs should have the message on both sides to be visible from both land and water.
- Signs should be large enough to draw people’s attention. If a sign is not seen, it cannot educate the public.

Plain Language

- Use common words and straightforward ideas on written signs.
- Patrons are most likely to read short, direct messages.

The signs may include the following messages:

- “Swimming is Unsupervised”
- “Watch your Children”
- “Swim with a Buddy/Don’t Swim Alone”
- “Waterfront conditions may change”
- “No diving in shallow water”
- The location of the nearest emergency communications device
- The name of the facility, and its operator
- The person or office to whom site deficiencies should be reported.

Size and Contrast of Characters

- The size and contrast of characters affect readability of a sign. The best contrast is dark lettering on a light background, such as blue on yellow or black on white. The recommended size will vary depending on the size of the sign. All signs should be recognizable at a distance of several feet.

Universal Sign Recognition

- Where possible, the use of universally recognized safety signs is highly recommended. These signs can deliver the safety message, regardless of the receiver’s language and literacy level. The following are examples of generally recognized sign designs:
### Basic Principles of Symbolic Sign Design

Shape and colour assist in conveying the message.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BASIC DESIGN</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning or caution messages are displayed on a yellow diamond. Example: Steep Drop Off</td>
<td>![Yellow Diamond]</td>
<td>![Example: Steep Drop Off]</td>
</tr>
<tr>
<td>Regulatory messages are displayed on white squares or rectangles. Symbols within a green ring are acceptable or recommended. Example: Watch your Children</td>
<td>![Black on White Square]</td>
<td>![Example: Watch your Children]</td>
</tr>
<tr>
<td>Symbols within a red ring with a red slash are prohibited. Example: No Swimming.</td>
<td>![Black on White Square]</td>
<td>![Example: No Swimming]</td>
</tr>
<tr>
<td>Information messages are displayed on rectangular signs. Example: Unsupervised Waterfront.</td>
<td>![Black on White Rectangular]</td>
<td>![Example: Unsupervised Waterfront]</td>
</tr>
</tbody>
</table>
Basic signs can be enhanced as shown in these examples:

Waterfront signs can be developed to give information appropriate for a specific waterfront location. The following symbols can be used in the universal sign designs.
Symbol design available from Manitoba Highways or sign vendors

Symbols collected from the following sources:

1. Lifesaving Society – Nova Scotia Branch
2. La Signalization Routiere au Quebec Repertoire des Signaux
3. United States Lifesaving Association – Hawaii Region
4. Manitoba Highways and Transportation
5. Parks Canada

Examples of the Manitoba Government waterfront signs, flag system and beach safety staff uniforms are included at the back of this document as well as information on the “Diver Down” flag.
Sample Waterfront Safety Signs

The following pages include samples of these signs:

Diver Down

Graphics & Pictographic Symbols/signs

Sign Types/Overview

Safety Message Signs (beach access)

Beach Rules Signs (on beach)

Beach Safety Station, Kiosks, Flag Warning Signs (Category 2, staffed Beaches)

Prohibition & Safety Hazard Signs (in-situ, near hazard)

Beach Safety Officer – Shirt

Beach Safety Officer identifier

French Signs for Saint-Malo and Saint-Ambrose
ATTENTION!

BOATERS - DIVERS
PLAISANCIERS - PLONGEURS

DIVER DOWN
PLONGEUR SOUS L’EAU

Divers -- Please display the above flag when diving and avoid diving in areas of heavy boat traffic.
Boaters -- The above flag indicates that a diver is below and requests 100 feet of clearance.
Plongeurs -- S.V.P. utiliser le drapeau ci-dessus lors de vos sorties de plongees et eviter les endroits a grand trafic maritime.
Plaisanciers -- Le drapeau ci-dessus indique la presence de plongeurs sous marins actuellement sous l’eau; S.V.P. laisser un espace libre de 100 pieds autour du drapeau.

PREVENT INJURIES!!!
EVITONS LES ACCIDENTS......

produced by
The Manitoba Underwater Council
Produit par
le conseil manitobain des activites sub-aquatique (M.U.C.)
**SWIMMING IS UNSUPERVISED**

You are responsible.
Watch your children.
Know your own limits.
Drowning is preventable.

**BEACH RULES**

Swim within marked areas.
No disruptive behaviour.
No alcoholic beverages.
No dogs allowed on beach.

**FLAG WARNING SYSTEM**

- **GREEN**
  - Good Conditions
  - No Unusual Hazards
- **YELLOW**
  - Moderate Conditions
  - Swim With Caution
- **RED**
  - Danger!
  - Swimming Not Advised
- **NO FLAG**
  - No Beach Safety Officer On Duty

**BEACH SAFETY STATION**

Program Identifier (Beach Safety Station)

**LIFEGUARD SERVICE NOT PROVIDED**

Beach Safety Officers Provide:
- Water Safety Information
- Emergency Rescue
- Minor First Aid

**EMERGENCY**

- Dial 911
- Call Fire
- Men’s Beach Campground
- Restroom Facilities

**BEACH SAFETY PROGRAM**

Sign Types/Overview

- Safety Message (beach access)
- Beach Rules (on beach)
- Flag poles sign
- Brochure box (sticker)

Beach Safety Officer — Appliques

4" (102mm) for Shirt Front
8.5" (216mm) for Shirt Back
2.25" (57mm) for Cap

**Graphics & Photographic Symbols/Signs**

September 24, 2003
Scalable
Robert L. Peters
GMM-3122

2/9
The Fabricator or Contractor shall verify all data and shall report discrepancies, errors or omissions to the Designers for adjustment. No modifications, variations or material substitutions to work shown in this drawing may be carried out without prior approval from the Designers.

This drawing and specification are the property of Manitoba Conservation, with copyright reserved, and may not be reproduced without their permission, in which case all reproductions must bear their name.

Beach Safety Program
Manitoba Conservation
Parks & Natural Areas

Safety Message

June 24, 2003
Dimensions Shown
Robert L. Peters
GDM-34/22

Beach Safety Program
Safety Message Signs (beach access)
Beach Safety Program

Beach Rules Signs (on beach)

Swim within marked areas. No disruptive behaviour. No alcoholic beverages. No dogs allowed on beach.

Swim within marked areas. No disruptive behaviour. No alcoholic beverages. No dogs allowed on beach.

Swim within marked areas. No disruptive behaviour. No alcoholic beverages. No dogs allowed on beach.

Swim within marked areas. No disruptive behaviour. No alcoholic beverages. No dogs allowed on beach.

Swim within marked areas. No disruptive behaviour. No alcoholic beverages. No dogs allowed on beach.

Beach Rules Signs

3'–0" (910mm)

6'–0" (1825mm)

2'–0" (610mm)

2'–6" (762mm)

3'–0" (910mm)

3'–0" (910mm)

3'–6" (1067mm)

Beach Safety Program Manitoba Conservation Parks & Natural Areas

Beach Rules Signs

June 24, 2003

Dennis St. Pierre

204-943-9483

designers@circle.mb.ca

www.circle.mb.ca

T 204 943 3693

F 204 943 9483

Send news@circle.mb.ca

The red line and paragraph text are not part of the design. They are not part of the design.
Beach Safety Program
Beach Safety Station, Kiosks, Flag Warning Signs
(Category 2, Staffed Beaches)
The Fabricator or Contractor shall verify all data and shall report any discrepancies, errors or omissions to the Designers for adjustment.

No modifications, variations or material substitutions to work shown in this drawing may be carried out without prior approval from the Designers.

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Beach Safety Program
Prohibition & Hazard Signs (in-situ, near hazard)

Prohibition Single

Prohibition Double

Prohibition/Hazard Combination

Hazard Single

DANGER: CURRENT

1' – 6” (460mm)

1' – 3” (381mm)
The Fabricator or Contractor shall verify all data and shall report any discrepancies, errors or omissions to the Designers for adjustment. No modifications, variations or material substitutions to work shown in this drawing may be carried out without prior approval from the Designers.

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Beach Safety Program
Manitoba Conservation
Parks & Natural Areas

Appliqué Specifications

Appliqué for Shirt Front
- 4" (102mm) diameter
- appliqué sewn onto left chest
- green/white appliqué on bright yellow shirt/jacket

Appliqué for Shirt Back
- 8.5" (216mm) diameter
- appliqué sewn onto center of back
- if sewn onto Goretex fabric, use seam sealer on inside of garment to seal needle holes (optional)

Appliqué for Cap
- 2.25" (57mm) diameter
- glue-backed fabric
- iron onto 5-panel cap (no center seam)
- bright yellow cap

Appliqué for Cap
- 2.25" (57mm) diameter
- glue-backed fabric
- iron onto 5-panel cap (no center seam)
- bright yellow cap

Appliqué Specifications
- bright white base fabric
- silkscreened in PMS 348, green
- 1.25" (3mm) stitched merrow edge finish in white (or green to match PMS 348)
- digital artwork (Adobe Illustrator file) available for appliqué
- do not use bleach when laundering garments

Position for Beach Safety Officer’s name (optional)
Position for Beach Safety Contractor’s logo (optional)

May 22, 2003
Dimensional Drawing
Susan McWatt FitzGerald
GOM-3-622
Appliqué Specifications

Beach Safety Officer

Appliqué for Shirt Front
- 4" (102mm) diameter
- appliqué sewn onto left chest
- green/white appliqué on bright yellow shirt/jacket

Appliqué for Shirt Back
- 8.5" (216mm) diameter
- appliqué sewn onto center of back
- if sewn onto Gore-tex fabric, use seam sealer on inside of garment to seal needle holes (optional)

Appliqué for Cap
- 2.25" (57mm) diameter
- glue-backed fabric
- iron onto 5-panel cap (no center seam)
- bright yellow cap

Appliqué Specifications
- bright white base fabric
- silkscreened in PMS 348, green (cross and all lettering remains white)
- .125" (3mm) stitched merrow edge finish in white (or green to match PMS 348)
- digital artwork (Adobe Illustrator file) available for appliqué
- do not use bleach when laundering garments
Tél. 911
Lieu : au comptoir de vente
Parc provincial de Saint-Malo

Tél. 911
Lieu : au centre de la plage principale
Parc provincial de Saint-Malo

Tél. 857-8767
Lieu : au bureau du terrain de camping
Parc provincial Saint-Ambroise

Beach Safety Program
French Signs for Saint-Malo and Saint-Ambroise

November 7, 2003
Dimensions Shown
Robert L. Peters
G07A-3422
Appendix 5 - Sample Forms

WATERFRONT INCIDENT REPORT FORM

Date of Incident: (day/month/year)

Time of Incident: (am/pm)

Location of incident:
(Exact location at waterfront)
(Waterfront name, town)

Describe Incident:
(give facts, not opinions)

List Injured Persons:
(name, address, nature of injury)

Describe assistance provided by staff:

Describe assistance provided by emergency services:

Name and address of emergency services:

Phone #

Witness names and addresses:

Phone #

Report to Police? Name of detachment
Describe any damage to property:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Estimate $ ____________________________

Report completed by:

______________________________________________________________________

Supervisor:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
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<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
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<td></td>
</tr>
</tbody>
</table>

Date report was completed: ____________________________

(day/month/year)

Copies of report provided to:

______________________________________________________________________

HELPFUL HINTS FOR INCIDENT REPORT FORM

➢ This form can be used to describe various incidents including injuries to persons, missing persons, property damage, lost property, theft, and vandalism.
➢ Do not provide written or verbal statements to anyone except police, emergency services personnel, or your employer.
➢ Pictures can be used to record incidents details that may be difficult to describe. (Disposable cameras are useful).
➢ For incidents involving injuries to person(s):
  • Provide the gender and approximate age of the injured person(s).
  • Describe injured person(s) activity at time of incident.
  • Was injured person following safety rules and procedures?
  • Provide exact location of injury on body.
  • Try to obtain a name, address, and phone number of a witness for all injury incidents. (Preferably non-family member to injured person(s)).
  • Indicate if injured person(s) refused treatment and why.
  • Was injured person taken to a hospital after the incident? Which one?
  • Were parents notified in the case of an injury to a person under 18?
  • Were environmental conditions a factor? (Water visibility, current, waves, air temperature, wind, wet dock, waterfront conditions, slippery rocks, weather)
  • Was any equipment a factor in the incident?
Appendix 6 – Guidelines Development Process

Using the Waterfront Safety Guidelines Resource Manual that was published in 1998, a major revision project was launched. Manitoba Coalition for Safer Waters contracted Chris Love to research and write the content and to coordinate the review process.

The final guidelines are the result of the following activities:

- Focus group session held in November, 2003, with attendance from 13 people who represented various agencies and government departments with an interest in waterfront safety.
- Face to face Interviews – between November 26, 2003 and February 25, 2004, a series of personal interviews were held with water safety stakeholders.
- Written submissions were collected from seven water safety stakeholders.
- Coalition members conducted comprehensive reviews of the document.

The following documents, websites and other resources were reviewed:


  ▪ *Supervised Public Waterfront.* Regina, nd.
  ▪ *Unsupervised Public Waterfront.* Regina, nd.


• Waterfront Safety pamphlets and Waterfront site assessments, produced by Manitoba Conservation – Parks Branch.

• Provincial Parks Waterfront Safety Signs schematic drawings, produced by Manitoba Conservation - Parks Branch.

• “Within Arms Reach” pamphlet, produced by Lifesaving Society – Manitoba Branch

• Manitoba Drowning Reports 1995 - 2003, produced by the Lifesaving Society – Manitoba Branch in cooperation with the Canadian Red Cross.


