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LIFEGUARD MANUAL

ADMINISTRATION & PROCEDURES

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TABLE OF CONTENTS

Chapter		Page
1	Lifeguard Recruitment	3
2	Employment Test and Hiring Procedures	4
3	Lifeguard in Training Program	6
4	Lifeguard Training	8
5	Lifeguard Staffing	15
6	Records and Documents	20
7	Equipment, Supplies and Uniforms	30
8	Seasonal Opening and Closing/Temporary Closing	32
9	Communications	34
10	Flotation Devices for Disabled Persons	37
11	Water Sampling at Bathing Beaches	38
12	Hepatitis Vaccination And Pathogen Exposure Administration	39

APPENDIX 42

Recruitment Flyer	A-1
Permission Slip for Applicants Under 18	A-2
Lifeguard Physical Form	A-3
Hepatitis B Immunization Form	A-4
Training Assignments	A-5
Freshwater Daily Report	A-6
Ocean Daily Report	A-7
Year End Lifeguard Activity Report	A-8
Lake Lifeguard Training Record	A-9/A-10
Ocean Lifeguard Training Record	A-11
Lifeguard Physical Training Record	A-12
First Aid Report	A-13
Lifeguard Evaluation	A-14/A-15
Employment Test Score Sheet	A-16
Bi-Weekly Time Sheet	A-17
Death or Serious Injury Report	A-18/A-19
First Aid Equipment Inventory	A-20
First Aid Supplies Inventory	A-21
Lifeguard Equipment	A-22
PWC Maintenance Log	A-23
Bathing Area Diagram	A-24
USLA Roster	A-25
Copies of First Aid, CPR, & USLA Cards	A-26
Lifeguard Stand Blueprints	A-27-A-29
Uniform Request	A-30
Beach Wheelchair Sign-Out	A-31
Bloodbourne Pathogen Exposure Control Plan CPR/FA Roster	A-32

Chapter 1 – LIFEGUARD RECRUITMENT

I. Recruiting Returning Lifeguards

A. All lifeguards should leave a winter address prior to termination. This will enable each area to contact that lifeguard in January. The previous summer's lifeguards should be contacted with a letter that includes the following:

1. An offer of employment as a lifeguard for the upcoming season.

2. Pay Scale.

3. Upcoming season information and test dates if available.

B. Each returning lifeguard should be contacted again at the beginning of March with a letter that includes test dates and an application.

C. Before sending letters offering a returning guard summer employment, be sure to review his/her previous year's evaluation.

II. Recruiting New Lifeguards

A. Recruitment posters and brochures should be sent to swim coaches, athletic directors and guidance counselors in December. Sample flyer page A-1.

B. Lifeguard job information must be available to all employees answering phones in the area office. This information will include the date, time, location, components of the employment test and starting salary. In addition, it should be made clear to all applicants under 18 years of age that a permission slip must be signed by a parent or legal guardian prior to taking the lifeguard employment test. They should also be informed that wetsuits are not permitted. This will make it easy for office personnel to give lifeguard information over the telephone. This information should be in the office starting January 1.

C. Office personnel should record names, addresses and telephone numbers of all the interested parties. An application, permission slip and other pertinent information should be sent to all interested candidates. These candidates should be contacted again about two weeks prior to the lifeguard test to be reminded of the test.

Chapter 2 – EMPLOYMENT TEST AND HIRING PROCEDURES

All lifeguards and lifeguard officers must pass the NJ State Park Service Lifeguard Employment Test prior to performing lifeguard functions.

I. Components of Test and Passing Scores

A. 500 Meter Swim

1. Open Water Test (Given when pool is not available)

Applicant starts on beach and runs into waist-deep water then swims to and touches a marker 250 meters from the water line and returns to the starting point. Passing time is 10 minutes or less.

2. Pool Test

Applicant starts in the pool (diving is not permitted) and swims 20 lengths in a 25 meter pool or 3 yards short of 22 lengths in a 25 yard pool. Flip turns are allowed. Passing time is 10 minutes or less.

B. 400 Meter Run

Candidate will run 400 meters with sneakers on a track or other hard surface. Passing time is 1 minute 40 seconds or less.

II. Testing Criteria

A. Test will be organized and administered by Water Safety Supervisor (WSS) or a Regional Superintendent designee.

B. The two parts of the test must be taken and passed simultaneously.

C. If one part of the test is failed the whole test must be retaken.

D. Rest time and changing time between events is a maximum of 10 minutes.

E. Events will be timed by WSS or Superintendents.

F. No wetsuits can be worn during the test.

G. Returning guards will staff boats with rescue buoys and kayaks with rescue buoys for safety during tests in open water.

H. Heats for open water testing should contain a number of applicants that can be safely covered by boats and kayaks.

I. All candidates under 18 years of age must have an official State Park Service permission slip signed by a parent or legal guardian in order to take the employment test. Candidates over 18 must have acceptable proof of age. Sample form page A-2.

J. Employment test record forms (A-16) will be completed by WSS and forwarded to the appropriate Superintendent.

K. No exceptions.

III. Hiring Procedures

These procedures are for both new and returning lifeguards.

A. Applicants must be interviewed by the Superintendent.

B. Applicants hired must be given a lifeguard physical form with accompanying directions about how it should be completed. This physical form may not be photocopied and must have the physician's seal or stamp affixed. If these conditions are not met, the form will be considered invalid. All Lifeguards must have lifeguard physical form completed by an M.D., D.O., nurse practitioner, or physicians assistant prior to performing lifeguard functions for the public. Training and maintenance functions are permitted before physical form is completed. This form should be kept in the personnel file at the area office. Sample form on page A-3.

C. Lifeguard must be notified of training requirements, scheduled classes, and the manual test.

D. Lifeguards must get working papers from their high school if they are under 18 years of age.

E. Hepatitis B Immunization Form (page A-4) must be sent to the Trenton Lifeguard coordinator. All lifeguards regardless of whether they filled out this form in the past must complete the form. If the Lifeguard is a minor, a parent or legal guardian must sign.

F. Employment package must be sent to the Office of Visitor Services and Program Support.

Chapter 3 – LIFEGUARD IN TRAINING PROGRAM

This program is for parks that can not get enough lifeguards to complete their staff because the applicants can not pass the lifeguard employment test. This program is not for returning guards who are out of shape and can not pass the test.

1. The objective of the program is to hire candidates who fail the lifeguard employment test but show potential to pass. When hired, these candidates will be called "Lifeguard in Training".

2. Returning lifeguards will train people hired for the lifeguard in training program.

3. The "Lifeguard in Training" will follow a structured program of stretching, running, swimming and stroke instruction.

4. The program will be used when it appears the lifeguard staff will not be filled. If it is early in the spring, pool time must be acquired.

5. This program will not work if an area does not recruit applicants.

6. The "Lifeguard in Training" will be hired at $8.25 per hour.

7. The "Lifeguard in Training" must meet and/or carry out the following criteria:

   A. Failed lifeguard employment test but shows potential to pass. Swim time is no more then 12 minutes and run time is no more then 2 minutes.

   B. Willing to work up to 15 hours a week on swimming, running and endurance.

   C. Show progress each week to a maximum of 3 weeks. If employee does not pass the test after 3 weeks he/she will be terminated.

   D. Successful completion of employment test will result in employment as a lifeguard and employee will enter State Park Service Lifeguard Training Program.

   E. Will not be issued or wear a lifeguard uniform.

   F. Will not perform any lifeguard duties or sit on a lifeguard stand.

   G. Will adhere to a work schedule agreed to by head lifeguard and Superintendent. Preferably during slow times of the day.

8. When training "Lifeguard in Training", make sure the public is adequately protected. A guard must be in the stand when training takes place in the water and kayaks should be used on buoy swims. Do not compromise trainee's or public's safety.

9. If the guards working with the "Lifeguard in Training" do not have a positive attitude and encourage these people, the program will fail!

Chapter 4 – LIFEGUARD TRAINING

This chapter will outline the training that must be completed by returning guards and new guards prior to and during the recreational bathing season. The training program is required by the New Jersey Department of Health and Senior Services and approved by the United States Lifesaving Association (USLA).

Training of lifeguard procedures, water skills, physical training, and other related material will be carried out by lifeguard officers in consultation with the Regional Water Safety Supervisor (WSS).

I. <u>Training Returning Guards-Lifeguard Skills</u>

A. Essential skills and procedures which must be reviewed by all returning lifeguards and officers prior to working as a lifeguard.

This training will be referred to as primary training. The material to be covered in primary training is listed below and must be done to the satisfaction of a lifeguard officer. Training sessions will be planned prior to opening day by lifeguard officers and the WSS.

Primary training:

1. Rescue Procedures and All Related Procedures (Hand Signals, Telephone, Etc.)

2. Torpedo Buoy Rescues a. Conscious Victim
   b. Unconscious Victim (on surface and submerged), discuss in water rescue breathing
   c. Multiple Victims

3. Kayak/Rescue Board Rescues (Rescue Boards at Island Beach State Park Only)

   a. Conscious Victim
   b. Unconscious Victim, discuss in water rescue breathing
   c. Multiple Victims

4. Non-equipment Rescue techniques as listed on lifeguard training record.

5. Removal of victim from shallow water to beach

6. Mask, Fins and Snorkel

7. Sighted submersion

8. Water Search for a lost person not sighted by a lifeguard

9. Spinal Injuries

   a. Backboard and related equipment
   b. Skills needed to care for spinal injury in deep and shallow water

10. Scanning

   a. Discuss what to look for
   b. Previous experiences
   c. Correcting problems observed

11. Personal Water Craft (Designated personnel at Island Beach State Park)

   a. Handling and safety
   b. Off beach use
   c. Rescues

12. All Terrain Vehicle (Designated personnel at Island Beach State Park)

   a. Handling and safety
   b. Off beach use
   c. Recommended uses

13. Off Beach Rescue Team Procedures (Designated personnel at Island Beach)

14. Review of Area (Facilities, Signs, Park Communications, Etc.)

B. A returning lifeguard is required to pass a written test on the lifeguard manual before working as a lifeguard.

1. The manual test will be given by the WSS or his/her designee. Care must be taken to insure the validity of these tests.

2. Any cheating on the manual test will result in the dismissal of all persons involved.

3. The passing grade on the Lifeguard Manual Test is 90. Incorrect answers must be corrected.

C. Generally speaking, most returning guards will have current American Red Cross CPR and First Aid certifications.

1. American Red Cross: First Aid and CPR textbooks must be read and reviewed by returning guards prior to working as a lifeguard.

   a. The Superintendent should ensure that a returning guard reviews this material if recertification does not take place prior to the season.

D. Remainder of skills to be reviewed by returning guards (secondary training).

The secondary material is not part of the standard operating procedure and does not have to be reviewed prior to working as a lifeguard. The material should be reviewed during the first three (3) weeks of employment. The material should be reviewed before 10 a.m. or during the day provided the bathing area is properly supervised. This secondary material will be done to the satisfaction of a lifeguard officer. Secondary material to be reviewed is listed below:

1. Boat handling and rescues. (Island Beach State Park Only)

E. Renewal of Red Cross, CPR/AED and First Aid by returning guards.

1. Superintendents should find out expiration dates on First Aid and CPR cards of returning guards prior to their working as a lifeguard.

2. First Aid and CPR recertification courses will be scheduled as close to a guard's expiration date and as early in the season as possible. Red Cross CPR/AED, First Aid and Oxygen Administration are valid for 2 years. Red Cross Bloodbourne Pathogen training is valid for 1 year.

3. Arrangements for recertification courses will be made by the Superintendent with WSS and Regional First Aid/CPR Trainer.

4. A lifeguard officer should see that the Red Cross textbooks are read by lifeguards prior to taking the course.

5. Bloodbourne pathogen training and oxygen administration instruction will be included in the CPR class.

II. <u>Training New Lifeguards – Lifeguard Skills</u>

When training new lifeguards, one must remember this may be their first job and they are unfamiliar with the State Park Service and the job of lifeguarding. Everything must be taught thoroughly.

A. The following skills, materials and procedures are to be accomplished with a new lifeguard as soon as possible (primary training).

These skills may be learned while the beach is open under the direct supervision of returning guards. A new lifeguard cannot work without direct supervision of experienced guards until primary training is completed to the satisfaction of a lifeguard officer and the lifeguard has passed the manual test. Training periods should be prior to 10 a.m. or during the day provided the bathing area is properly supervised. A good method for training new guards is to have them learn lifeguard skills and practice these skills at their area for a few weeks and then have a day of training and skill testing with a maximum of

10 new guards under the direction of the WSS and a lifeguard officer. Primary training material is listed below.

1. General introduction to assigned area, chain of command, lifeguard training program and Lifeguard Manual.

2. Reading

   a. Lifeguard Manual and Seasonal Employee Manual
   b. The passing grade on the Lifeguard Manual Test is 90. Incorrect answers must be corrected.

3. Communications

   a. Hand signals
   b. Whistle signals
   c. Summoning aid: i.e., State Park Police, area office, other lifeguards, ambulances, etc. in accordance with emergency procedures
   d. Telephone and radio procedures

4. Rules and Regulations

   a. Beach and bathing area
   b. Personnel
   c. Uniform

5. Torpedo buoy rescues

   a. Conscious Victim
   b. Unconscious Victim (on surface and submerged) discuss rescue breathing
   c. Multiple Victims
   d. Leaving stand and entry into water

6. Kayak/Rescue Board Handling (Rescue Board at Island Beach State Park Only)

   a. Paddling
   b. Turning
   c. Stopping
   d. Careful Usage

7. Kayak/Rescue Board Rescues (Rescue Board at Island Beach State Park Only)

   a. Conscious Victim
   b. Unconscious Victim, discuss rescue breathing
   c. Multiple Victim

8. Rescue procedures

   Set up situations relative to your bathing area with one stand, two stands, deep water patrol, etc., and have guards carry out their responsibility at different positions for simulated rescues.

9. Masks, Fins and Snorkel

10. Sighted submersion by a lifeguard

11. Water Search for a lost person not sighted by a lifeguard

12. Backboard skills

    a. Used as a stretcher
    b. Used with related equipment in caring for a spinal injury in the water and on the beach

13. Personal Water Craft (Designated personnel at Island Beach State Park)

    a. Handling and safety
    b. Off beach use
    c. Rescues

14. All Terrain Vehicle (Designated personnel at Island Beach State Park)

    a. Handling and safety
    b. Off beach use
    c. Recommended uses

15. Scanning

    a. Discuss how to scan and what to look for
    b. Practice scanning on the stand and on deep water patrol under direct supervision of an experienced guard
    c. Enforcing rules and regulations while scanning

16. Public Relations

    a. Discuss being polite
    b. Serving the public
    c. Getting compliments, not complaints

17. Non-equipment Rescue Techniques listed on training record (A-9)

A. Remainder of material to be learned by new guards after they have completed primary training satisfactorily. The remaining material to be accomplished with the new guards will be referred to as secondary training. Secondary training must be completed to the satisfaction of a lifeguard officer or WSS.

Secondary training for new guards is listed below:

1. Boat handling (Island Beach State Park Only)

2. Boat rescues (Island Beach State Park Only)

B. First Aid and CPR/AED training for new guards.

1. New guards will take CPR, First Aid, Bloodbourne Pathogen training and Oxygen Administration courses as soon as possible.

2. Classes for CPR, First Aid, Bloodbourne Pathogen training and Oxygen Administration will be scheduled by the Superintendent with the WSS and Regional First Aid/CPR Trainer.

3. A lifeguard officer will see that new guards read the Red Cross textbooks prior to their class.

4. A new lifeguard will not perform CPR or First Aid until properly certified.

III. <u>In-service Training of All Lifeguards After Primary and Secondary Training Is Satisfactorily Completed Shall Be As Follows:</u>

A. Additional training in skills that a lifeguard officer and/or WSS feel are required for individuals or entire lifeguard staff.

B. According to training assignments issued each week by the WSS. Training assignments will start being issued approximately three (3) weeks into the season. Sample page A-5.

1. Training assignments will be completed between 9:30 a.m. and 9:55 a.m. each day or during low usage periods when the bathing area is properly supervised.

2. Superintendents should periodically verify that training assignments are being accomplished by the lifeguards.

IV. <u>Physical Training of All Lifeguards</u>

A. It is the responsibility of the lifeguard officer to see that physical training is carried out by each lifeguard according to the physical training requirements outlined in the lifeguard manual.

B. Physical training should be completed before 10:00 a.m. or on a lifeguard's first break from scanning provided the bathing area is properly supervised.

C. Physical training as a group can be done prior to 10:00 a.m. provided no skill training is necessary.

D. Additional physical training may be accomplished during low usage or on other breaks provided the bathing area is properly supervised.

1. If a lifeguard works less then 5 days per week, a minimum of 2 physical training requirements per day worked must be completed.

Chapter 5 – LIFEGUARD STAFFING

I. Determining the Number of Lifeguards at Each Public Recreational Bathing Area Administered by the State Park Service

The WSS, area Superintendent and the Regional Superintendent will determine the number of lifeguards needed to staff an area based on the criteria described below.

A. The length of the beachfront that is protected by lifeguards. SPS policy calls for one lifeguard stand for approximately every 200 feet or less of freshwater beachfront and 300 feet or less of ocean beachfront that is guarded. (The length of the beach guarded is the designated swim area in that park).

B. Bathing Area

1. Depth and slope

2. The distance from the shore to the outside boundary

C. Usage of the area based on number of buses and past attendance figures to forecast days of:

1. Maximum usage and the number of lifeguard stands and guarding positions needed.

2. Moderate usage and the number of lifeguard stands and guarding positions needed.

3. Low usage and the number of lifeguard stands and guarding positions needed.

D. Allowance for days off based on a 40 hour work week for each guard.

E. Time necessary for training requirements.

F. The lifeguard officer(s) should be considered a lifeguard when determining the number of lifeguards needed to staff an area.

G. Time necessary for breaks and lunches.

II. Lifeguard Work Assignments and Position Rotations

The work assignments and rotations discussed in this section are a guide for utilizing the lifeguard staff efficiently. The work assignments and rotations below are based on the number of lifeguards needed to supervise the public. When usage is low and the bathing area is properly supervised, lifeguards not needed may use time to train or clean and maintain first aid rooms, locker rooms and other lifeguard related equipment. It is important to remember supervising bathers is a lifeguard's first priority and other assignments are accomplished only during low usage.

A. Work assignments and rotation

1. Two (2) lifeguard rotation needed to supervise bathers

    a. One stand open with one or two lifeguards. When one guard is in the stand, the other guard must be in the vicinity of the beach and bathing area in the event help is needed.
    b. Two lifeguards are used only during very low usage periods.

2. Three (3) lifeguard rotation needed to supervise bathers

    a. One stand open with two lifeguards
    b. One lifeguard will be covering first aid room, training, on break or deepwater patrol
    c. Thirty minute rotation

3. Four (4) lifeguard rotation needed to supervise bathers

    a. One stand open with two lifeguards and one lifeguard on deepwater patrol <u>OR</u>
    b. Two lifeguards on stand one, one lifeguard on stand two and no deepwater patrol
    c. One guard covering first aid room, training or on break
    d. Thirty minute rotation

4. Five (5) lifeguard rotation needed to supervise bathers

    a. Two stands open, two lifeguards on stand one, one lifeguard on stand two, one lifeguard on deep water patrol <u>OR</u>
    b. Two lifeguards on stand one, two lifeguards on stand two
    c. One lifeguard covering first aid room, training or on break
    d. Twenty minute rotation

5. Six (6) lifeguard rotation needed to supervise bathers

    a. Two stands open, two lifeguards on stand one, two lifeguards on stand two
    b. One lifeguard on deepwater patrol
    c. One lifeguard covering first aid room, training or on break
    d. Twenty minute rotation

6. Seven (7) lifeguard rotation needed to supervise bathers
   a. Two stands open, two lifeguards on stand one, two lifeguards on stand two
   b. One lifeguard on deepwater patrol
   c. One lifeguard covering first aid room
   d. One lifeguard on break or training
   e. Thirty minute rotation

7. Eight (8) lifeguard rotation needed to supervise bathers
   a. Two stands open, two lifeguards on stand one, two lifeguards on stand two
   b. Two lifeguards on deepwater patrol
   c. One lifeguard covering first aid
   d. One lifeguard on break or training
   e. Thirty minute rotation

8. Nine (9) lifeguard rotation needed to supervise bathers
   a. Three stands open, two lifeguards on stand one, two lifeguards on stand two, one lifeguard on stand three
   b. Two lifeguards on deepwater patrol
   c. One lifeguard covering First Aid Room
   d. One lifeguard on break or training
   e. Twenty minute rotation

9. Ten (10) lifeguard rotation to supervise bathers
   a. Three stands open, two lifeguards on stand one, two lifeguards on stand two, one lifeguard on stand three
   b. Three lifeguards on deepwater patrol or two lifeguards on deepwater with two lifeguards on stand three
   c. One lifeguard covering First Aid Room
   d. One lifeguard on break or training
   e. Twenty minute rotation

B. Other information pertinent to work assignment rotation.

1. Shallow water patrol should be used when needed as determined by a lifeguard officer. The guard on shallow water patrol should first come from a two-person stand. When this is not possible, the guard may come from deep water patrol. Shallow water patrol is useful when there are problems or potential problems in shallow water or along the shoreline.

2. Lifeguard officers are included in work assignment rotation.

3. Level of training and skill of the lifeguard is taken into account when making work assignment rotation for the day.

4. The work assignment rotation is assigned by a lifeguard officer.

5. Thirty-minute rotations are preferred to twenty-minute rotations.

6. Lunch break is 30 minutes and should not be extended by other breaks immediately before or after. No break will exceed 30 minutes.

7. All State Park Service bathing areas are not the same. If a work assignment rotation other than the ones listed above is appropriate, it must be discussed with the WSS and the Superintendent. The Superintendent is the final authority.

8. Work assignment rotations are only listed for up to 10 lifeguards and 3 lifeguard stands. For more stands and lifeguards, work rotations shouldduse the same logic and patterns as described in section.

C. Island Beach will have a separate work assignment rotation.

III. Scheduling Lifeguards

Scheduling of lifeguards will be done by a lifeguard officer monthly, and then confirmed by the officer approximately three days prior to the start of each workweek. The schedule should be approved by the Superintendent and reviewed by the WSS.
Any changes needed in the schedule should be submitted in writing to the Superintendent as soon as possible by a lifeguard officer. If there is a scheduling problem that cannot be solved internally, it should be discussed with the WSS for possible assistance from other areas in the region. When scheduling lifeguards, the following criteria must be taken into consideration:

A. History of past attendance and buses scheduled. Using this information, the Superintendent, lifeguard officer and WSS will forecast the days of low, moderate and heavy usage then schedule the appropriate number of guards. Example: Staffing is least on Mondays and most on Sundays.

B. Number of guards available to work.

C. Level of training of each guard.

D. Days guards will be training and not available to supervise the bathing area.

E. All lifeguard personnel are limited to 40 hours per week unless overtime is approved by the area Superintendent.

F. A lifeguard officer or designee must be present when the area is open to public recreational bathing.

G. At least two guards must be currently certified in professional CPR.

H. At least one guard must be certified in First Aid.

I. Work assignment rotations are outlined in part II of this chapter. It is preferable to schedule a number of guards to permit 30-minute rotations. This is not always possible due to availability of guards, absenteeism, etc.

IV. Lifeguard Work Day

A. Lifeguards will begin work at 9:30 a.m. at a designated location.

B. A lifeguard's day ends at 6:00 p.m. unless directed otherwise.

C. A lifeguard officer's day sometimes begins at 9:00 a.m. as determined by the Superintendent to:

1. Meet with Superintendent

2. Accomplish record keeping and other administrative duties.

Chapter 6 – RECORDS AND DOCUMENTS

The records and documents discussed in this chapter are important for the support and credibility of the entire State Park Service Lifeguard Program. These are legal documents. Therefore, it is necessary that the Superintendent, with the assistance of the WSS, check that these records are kept up-to- date and accurate by the lifeguard officer. All entries into lifeguard records must be made with a non-erasable pen.

According to NJAC 8:26 – 8.9 record keeping: accurate and complete records shall be maintained and kept on the premises and shall be available upon request of the authorized agent or health authority. Such records shall be kept for a minimum of one year, except those records related to deaths, all injuries to the head, neck and spinal cord and any injury rendering a person unconscious shall be kept for 10 years, and shall include:

1. Water analysis results;
2. Sanitary survey records;
3. Daily number of bathers;
4. Copies of all necessary credentials of personnel associated with the public recreational bathing operation(s);
5. Accidents requiring external emergency services, including the patient's name, time, date, description of occurrence, treatment, action taken and name of person on duty supervising the facility;
6. Deaths and/or drownings. The record shall include the name of the person, the date and a description of the occurrence
7. Inspection logs of recreational equipment.

I. Types of Records and How to Maintain Them

This section will outline the records to be kept by the lifeguard officer, how to complete them and their distribution upon completion. A computer disk of most blank records and forms will be distributed by the Regional Office prior to opening day.

A. Daily Records

1. Daily reports are to be completed every day between Memorial Day Weekend and Labor Day. A record should also be completed on days the bathing area is closed so there is a record of the closure. A lifeguard officer or his designee should complete the record. All sections of the record are to be filled out. Comments and notes should be objective and provide information on the day's activities and incidents.

2. Preventative Actions are when a lifeguard directs a patron or advises them of a bathing area rule that ensures the bather's safety. Example: Directing a poor swimmer to shallow water or advising a patron that tubes are not allowed. A lifeguard officer should get the number of preventative actions from each guard at the end of the day and total them up.

3. Objectionable behavior (Not a common occurrence)

   a. An **extraordinary** problem with getting someone to obey the regulations
   b. Disorderly person
   c. Drunk

4. During the bathing season, the daily record should be kept in a 3-ring binder at a desk where a lifeguard officer does the record keeping.

5. The daily records should be submitted to the Superintendent at the conclusion of the bathing season.

6. When a lifeguard is involved with a serious incident, the Superintendent will request the State Park Police Sergeant to investigate and prepare the necessary reports. Statements from involved lifeguard personnel will be taken as needed.

7. Every Thursday, the oxygen regulator and AED should be checked along with the pressure of the oxygen cylinder in use. This information should be recorded, along with the status of the oxygen cylinder not in use, in the daily report.

8. Sample Freshwater Record page A-6 and Sample Ocean Report page A-7

B. Year End Lifeguard Activity Record

1. The daily activity record (Rescues, First Aids, etc.) on the Daily Record are to be totaled for the entire season by a lifeguard officer on Labor Day.

2. The season totals will be recorded on the Year End Activity Report.

3. This form will be submitted to the Superintendent at the conclusion of the bathing season.

4. The Superintendent will submit a copy of this form to the Regional Water Safety Supervisor by September 15th.

5. The Regional Water Safety Supervisor will submit a regional lifeguard activity report to the Trenton Lifeguard Coordinator by October 1st, in order to prepare a statewide report for the United States Lifesaving Association.

6. Sample form page A-8.

C. Lifeguard Skills Training Record

1. Each lifeguard and lifeguard officer will have a skills training record.

2. Skills training records must be kept up-to-date by the lifeguard officer.

3. When a skill is worked on, the corresponding box should be marked with the date of training.

4. When a skill has been practiced for an adequate length of time and completed to the satisfaction of a lifeguard officer, the satisfactory box for that skill should be dated and initialed by that lifeguard officer.

5. Information on testing and certifications should be completed as soon as possible on the training record.

6. The training record should be taken into consideration when:

   a. Scheduling lifeguards
   b. Making work rotation assignments for the day

7. During the season, the training records should be secured at the record keeping desk.

8. At the conclusion of the bathing season this record must be submitted to the Superintendent to be filed in the lifeguard's personnel file.

9. Sample form for Lake page A-9 and for Ocean page A-11.

D. Lifeguard Physical Training Record

1. Every lifeguard and lifeguard officer will have a physical training record.

2. Physical training records must be kept current by a lifeguard officer.

3. When a physical training requirement is completed, the date should be recorded in the appropriate box.

4. The comment boxes are also to explain why a lifeguard did not complete their physical training in a given week. A lifeguard officer must complete this box. Examples:

   a. Guard only worked 2 days
   b. Bathing area closed 3 days due to high bacteria

5. Guards who do not work a five day week must complete two activities for each day worked.

6. During the bathing season, this record must be secured at the record keeping desk.

7. At the conclusion of the bathing season, physical training records must be submitted to the Superintendent to be filed in the lifeguard's personnel file.

8. Sample form page A-12.

F. First Aid/Incident Reports

1. First Aid Reports must be completed by the lifeguard administering the first aid. This form must be filled out. It is a legal record of your action.

2. Completed first aid reports must be kept on file in the first aid room.

3. Blank first aid reports and a pen must be kept in the first aid kit on the lifeguard stand.

4. Completed first aid reports must be submitted to the Superintendent at the conclusion of the season for review, analysis and filing purposes.

5. Sample form page A-13.

G. Lifeguard Evaluation

1. Each lifeguard will be evaluated by a lifeguard officer shortly before a guard leaves for the season using the evaluation form.

2. All evaluations will be reviewed by the Superintendent prior to presenting the evaluation to the lifeguard.

3. The evaluation will be presented to and discussed with the guard by the lifeguard officer and/or the Superintendent. The evaluation will be signed at this time.

4. A lifeguard's evaluation, when signed, will be submitted to the Superintendent to be filed in the lifeguard's personnel file.

5. Sample form page A-14.

6. Each item on the evaluation form is defined below:

a. General Ability

Promptness - Lifeguard is ready to start work at 9:30 a.m.
- Lifeguard completes tasks in a reasonable period of time.

Takes Order - Self-explanatory

Appearance - Lifeguard maintains uniform regulations and a neat appearance.

Compatibility with Other Lifeguards	-	Lifeguard assists other guards in training and other related lifeguard responsibilities. Lifeguard cooperates with fellow lifeguards to provide an efficient beach operation.
Tact with Patrons	-	Lifeguard deals with patrons politely, impartially, calmly and with sound reasoning to accomplish an efficient beach operation.
Confidence	-	Lifeguard's ability to understand and execute all skills, procedures and enforcement of rules and regulations.
Reliability	-	Lifeguard carries out assignments in a reasonable length of time without unnecessary supervision.
Attendance	-	Lifeguard can be relied on to fulfill his/her weekly schedule.
Punctuality on Rotation	-	Lifeguard arrives at his/her work assignment on time.

b. Guarding Ability

Familiarity And Utilization of Equipment		Lifeguard's ability to use lifesaving and first aid equipment. Comments should be made on specific pieces of equipment.
Attentiveness On duty	-	Lifeguard is responsive to whistles and signals from other guards. Lifeguard has his/her mind on the job.
Scanning	-	Lifeguard watches his/her assigned section with the ability to detect distressed bathers and regulation violations.
Reaction to Emergency	-	Lifeguard reacts quickly, calmly and properly to a beach or bathing area emergency.
Rescue Ability	-	Lifeguard can successfully affect a water rescue in an actual situation.
Procedural Understanding	-	Lifeguard consistently follows procedures in various situations.

c. Physical Fitness

Progress	-	Lifeguard's physical condition at the end of season as compared to the beginning of the season.
Participation	-	A lifeguard completes the required program is satisfactory.
Endurance	-	Self-explanatory
Swimming Ability	-	Swim time for 500 meters is between 9 minutes and 10 minutes. Swimming ability is satisfactory.
Motivation to Keep Fit	-	Lifeguard completes required physical fitness activities during the season without excessive supervision.

H. Lifeguard Officer Evaluation

1. Lifeguard officer evaluation will be completed by the Superintendent in cooperation with the WSS in a narrative report.

2. The lifeguard officer evaluation is based on:

   a. Supervisory abilities necessary to achieve an efficient public recreational area.

   b. Duties outlined in the Lifeguard Manual, this manual and other documents associated with the State Park Service Lifeguard Program.

   c. Lifeguarding ability.

I. Employment Test Record

1. This record must be completed for each person taking the lifeguard test.

2. This form must be completed by the WSS.

3. Permission slip for applicants under 18 must be attached to employment test record.

4. WSS will give the employment test record to the assigned Superintendent. The Superintendent will file this record in the lifeguard's personnel file.

5. Sample form page A-16.

J. Bi-weekly Hourly Time Report

1. Bi-weeklies are to be completed for each lifeguard by a lifeguard officer.

2. Bi-weeklies must be completed on a daily basis.

3. Bi-weeklies must be submitted to the Superintendent on a timely basis.

4. The following project activity codes should be used by lifeguard personnel:

   V47K - Lifeguarding

   V76A - Training (physical and skill) Received

   V76E - Training Given

   V47X - Maintenance – Building and Grounds

   V48A - Maintenance – Equipment

   V22K - Managerial – general administration

   V76P - Travel Time

5. Sample form page A-17.

K. Death and/or Serious Injury in the Bathing Area Report

1. This report must be completed by a Park Superintendent when there is a death or serious injury in the bathing area during operating hours. Serious injuries are defined as head, neck, spinal cord and any injury which renders a person unconscious.

2. The report will be completed and faxed by the Park Superintendent to the New Jersey Department of Health and Senior Services and to all others listed on the report within 24 hours of the incident.

3. Appropriate lifeguard personnel will provide the Park Superintendent with necessary information or statements for the report.

4. This report must be kept on file for 10 years.

5. Sample form page A-18.

6. If counseling is required for any lifeguards contact Regional Superintendent

L. First Aid Equipment and Supplies Forms

1. First Aid Equipment and Supplies should be checked daily and inventoried before the season by a lifeguard officer and every 2 weeks thereafter.

a. Any deficiencies that cannot be corrected by officer should be brought to the attention of the Superintendent first and then the WSS if necessary.

2. The inventoried forms should be filed in the daily report binder under the corresponding date.

3. Sample form page A-20 and 21.

M. Lifeguard Equipment and Supplies

1. Lifeguard equipment and supplies should be checked daily and inventoried before the season by a lifeguard officer and every 2 weeks thereafter.

   a. Any deficiencies that cannot be corrected by the lifeguard officer should be brought to the attention of the Superintendent first then the WSS if necessary.

2. The inventoried list should be filed in the daily report binder under the corresponding date.

3. Sample form page A-22.

N. Personal Watercraft Maintenance Log (Island Beach State Park Only)

1. Must be filled out by assigned lifeguard officer for each PWC at the start of each day.

2. Form must be filed with the daily lifeguard reports on the last day of each month.

3. Sample form page A-23.

II. <u>Documents</u>

A. The following documents should be available as references for all lifeguard personnel:

1. Bathing area diagram, sample page A-24.

2. New Jersey State Sanitary Code Chapter 9, Public Recreational Bathing, NJAC 8:26

3. This manual

B. The following documents must be given to all lifeguards:

1. A copy of the State Park Service Seasonal Employee Manual.

2. A copy of the State Park Service Lifeguard Manual is available at www.njparksandforests.org

C. Lifeguard Officers and Superintendents should have and use the following documents:

1. This manual

2. Lifeguard Manual

3. New Jersey State Sanitary Code, Chapter 9, Public Recreational Bathing, NJAC 8:26.

4. Bathing area diagram (sample page A-24)

D. Aquatics supervision plan for each bathing area should be on file in the area office as required by NJAC 8:26. The aquatics supervision plan must be kept in one file. A new file is needed each year.

<u>The Aquatics Supervision Plan must contain:</u>

1. This manual

2. Area Emergency Plan

3. Seasonal Employee Manual

4. Lifeguard Manual

5. Beach and Bathing Area Diagrams

6. Pre-operational Assessment (NJAC 8:26 – 7.15)

E. Red Cross Professional CPR/AED, First Aid Cards:

1. Valid Professional CPR and First Aid, Bloodbourne Pathogen training and Oxygen Administration for all lifeguard personnel must be photocopied and kept in a 3-ring binder at the record keeping desk.

2. As new guards get certified and returning guards are recertified, the new cards must be copied and filied in a binder at the records desk.

3. When a guard has successfully completed a CPR/AED, First Aid, Bloodbourne Pathogen training and Oxygen Administration course and is waiting for the card, the date of completion should be recorded on the Skills Training Record. The Regional First Aid Trainer should supply a copy of certification roster sent to Red Cross to lifeguard officers to show that guards have successfully completed training until official certification cards have arrived. This roster must be filed with photocopied First Aid and CPR cards. When all certification cards are received and copied the roster may then be discarded.

4. Copies of the lifeguard's First Aid, CPR/AED, Bloodbourne Pathogen training and Oxygen Administration cards should be filed in the lifeguard's personnel file at the conclusion of the season.

5. First Aid Trainers must submit a roster of Lifeguards who have completed Bloodbourne Pathogen training, First Aid and CPR/AED to Trenton Lifeguard Coordinator. This roster should be titled "Bloodborne Pathogen Exposure Control Plan, CPR/First Aid Training". Sample form page A-32.

6. Sample page for photocopies of cards page A-26.

F. USLA Lifeguard Training Certification

1. Each swim area will submit a roster of it's lifeguard staff to the Regional Water Safety Supervisory by June 5th. The roster must include name, date of birth, sex and class of lifeguard. This roster will be signed by the Regional Water Safety Supervisor or Island Beach Lifeguard Supervisor then forwarded to the Lifeguard coordinator in Trenton for his/her signature.

2. Sample Roster Page A-25.

3. The Lifeguard Coordinator will return signed rosters to the Water Safety Supervisor. WSS will file roster at each swim area with copies of first aid and CPR cards for Health Department inspections.

4. If additional lifeguards are hired and trained later in the summer an addendum to the roster (identical to the original) with just the new names must be processed the same as the original roster.

5. Lifeguard class on the roster is determined as follows:
   a. Class P – first year lifeguard
   b. Class B – second and third year lifeguard
   c. Class A – fourth year and above lifeguard

6. The Lifeguard Coordinator in Trenton will send the signed rosters and addendums with payment to:

   United States Lifesaving Association
   New Jersey Certification
   PO Box 1
   Avon, NJ 07717

In addition to mailing rosters a copy should be e-mailed to jerseycert@aol.com

Chapter 7 – EQUIPMENT, SUPPLIES AND UNIFORMS

I. Equipment and Supplies

A. Written report to the Superintendent is required for any damaged or missing equipment/ supplies.

B. If a problem with equipment or supplies cannot be resolved with the Superintendent, the matter must be brought to the attention of the WSS or the Regional Office.

C. All lifeguard equipment and supplies must be packed properly for the next season. They should be stored in an area where damage and theft are unlikely.

D. Lifeguard equipment, First Aid equipment and other supply requirements for the next season must be submitted to the Regional Office by September 10th.

E. The Regional Office will handle distribution of supplies and equipment.

F. Bases of lifeguard stands made out of treated lumber must be painted. Areas of body contact must be non-treated lumber. (This includes seats, foot platform, ladder, armrests, etc.)

G. Pictures of Lifeguard Stand design A-29. Contact High Point State Park for detailed plans. Ocean Stand plans A-27 & A-28.

II. Uniforms

A. Uniforms are issued in accordance with the New Jersey Department of Health and Senior Services Sanitary Code and the State Park Service Lifeguard Manual.

B. All State issued uniform items are considered "expendable" with the exception of the rain parka.

1. The penalty for returnable items not returned or expendable items that must be replaced is the current full price of that item. Price information may be obtained from the WSS or the Regional Office. Returnable items or money must be accounted for by the Superintendent.

2. All money collected will be in check form and made payable to: Treasurer, State of New Jersey.

C. Uniform requirements for the next season must be submitted to the Regional Office by September 15th. Regional office will submit regional uniform request to Trenton Lifeguard coordinator by Oct. 10th. Sample form page A-30.

D. The Regional Office will handle distribution of uniforms.

E. Lifeguards may purchase sweatsuits and hats through the area office. The area office will obtain needed sweatsuits and hats through the Regional Office. Lifeguards will pay the price determined at the beginning of each season. Money will be deposited in the State Park Service revolving account.

F. Enforcement of all uniform policies is the responsibility of the Superintendent with support and assistance of lifeguard officers and WSS.

III. Beach Wheelchair

A. Use and sign-out process are described in the lifeguard manual. The use and sign-out procedures are in the lifeguard manuals even if the lifeguards do not handle the sign-out. The reason is that lifeguards will get questions about wheelchairs and they may have to correct improper use.

B. The manufacturer's brochure must be on file in the area office. The brochure contains requirements for assembly, safety, operation, maintenance and repair (such as fixing a flat).

C. Signs denoting the availability of the beach wheelchair must be affixed to the handicap parking sign posts near the bathing area.

D. Sample beach wheel chair sign-out sheet is on page A-31.

Chapter 8 – SEASONAL OPENING AND CLOSING AND TEMPORARY CLOSING

I. Opening Procedures – The Superintendent should verify the following are accomplished prior to opening the bathing area for the season:

A. Bathing area, lifeguard stands and ropes are set up according to bathing area diagram, Health Department Codes and State Park Service policy.

B. Bathing area and beach are checked for any hazards that may have developed over the winter and take appropriate corrective actions.

C. Returning lifeguards have completed primary training for returning lifeguards (page 8) and achieved a manual test score of 90 prior to their performance of lifeguard functions.

D. There are sufficient numbers of qualified lifeguard personnel employed to open and comply with New Jersey Department of Health and Senior Services regulations and State Park Service policies.

E. Returning guards have valid CPR/AED and First Aid Certifications. Photocopies of cards or other verification of training must be available for inspection.

F. All lifeguards have medical physical form completed.

G. Necessary equipment and supplies must be working and ready to be used.

H. All signs are in place as required by State Park Service Policy and the New Jersey Public Recreational Bathing Code. NJAC 8:26 – 5.10 a, 5.11 (Tyvek Sign "For Everyone's Health") and 5.14 (Beach supervisor is the Park Superintendent with his/her office phone number on sign).

I. Ambulance, Poison Control and other important phone numbers must be posted alongside lifeguard phones.

J. Handouts with directions to the hospital should be available to patrons who need further medical treatment but don't require an ambulance.

K. All necessary record forms are available.

L. All required documents are in place.

M. A Pre Operational Assessment for bathing beaches see NJAC 8:26 – 7.15 (deals with water pollution and water quality).

N. Any problems opening a bathing area must be discussed with the Superintendent in consultation with the WSS and Regional Superintendent.

II. Closing Procedures – The Superintendent should verify the following are accomplished when the bathing area is closed for the season:

A. Bathing area ropes, lifeguard stands, signs and all other evidence of a supervised bathing area are to be removed immediately after Labor Day.

B. All necessary forms and records are submitted and filed as outlined in Chapter 6.

C. Equipment and supplies are inventoried, inspected and stored in a safe place. Be sure all water is drained from kayaks.

D. Aquatics supervision plan for the year must be filed.

III. Temporary Closing of Bathing Area Between Memorial Day Weekend and Labor Day During the Bathing Hours of 10:00 am to 6:00 p.m.

Reasons:

A. High bacteria (as regulated by NJDOHSS).

B. Less then two lifeguards available that are fully trained.

C. Other reasons as determined by the chain-of-command in the State Park Service.

D. Lightning – these procedures are outlined in the lifeguard manual.

Only the Superintendent has the authority to close a public recreational bathing area to the public. This decision will be made, whenever practical, after consultation with the lifeguard officers and WSS. When closed for a short duration, lifeguard staff shall provide assistance to keep the public from the area. If closure is greater then 24 hours and lifeguards are not available to direct the public, the bathing area shall be secured with appropriate barricades, signage, etc. Lifeguard staff shall be advised of reasons for bathing area closure in order to correctly respond to public inquiries.

Area Superintendents must notify their Regional Office and the Trenton Office of details pertaining to all temporary closings. Notify the Trenton office by fax 609-984-0503, telephone 609-292-2776 or email michele.buckley@dep.state.nj.us

Chapter 9 – COMMUNICATIONS

I. Communication Between Lifeguard Officer and Superintendent

A. Superintendent and lifeguard officer should have weekly meetings to discuss the following:

1. Lifeguard schedule

2. Training

   a. Lifeguard skills
   b. Physical training

3. Lifeguard Personnel

4. Equipment and supplies

   a. Repairs necessary
   b. Material or assistance needed to make repairs
   c. Missing equipment or supplies

5. Records should be reviewed and discussed.

   a. Daily reports
   b. Training records

6. General operation of bathing area and beach.

7. Interaction between guards and the public.

B. Superintendent and lifeguard officer must meet promptly to discuss and resolve:

1. A problem with a lifeguard that may require disciplinary action.

2. A serious incident in the bathing area or on the beach.

3. A safety hazard on the beach or in the bathing area.

4. An immediate staffing problem that will not allow the bathing area to open or a problem that would require a reduced bathing capacity for the day.

5. Any problem that prevents the lifeguards from doing their job.

II. Communications Between the Superintendent and the Lifeguards

Early in the season, a meeting with all the lifeguards and the Superintendent will be convened to discuss and reinforce:

A. Importance of the job of a lifeguard and the relationship to goals and objectives of the State Park Service.

B. Area rules and regulations.

C. NJ Department of Health and Senior Service regulations.

D. Lifeguard rules and regulations

E. Seasonal Employee Manual

F. Legal aspect of a lifeguard's job

G. Lifeguard must report to work at 9:30 a.m. and or report lateness or absence to park office prior to that time. Park office is only to be notified by a phone call not email, texting, etc.

H. Training will take place between 9:30 and 9:55 a.m. on a lifeguard's first break from scanning. Additional training will take place at other times when the bathing area is properly supervised.

I. Explain rotations and breaks

J. Disciplinary policy

K. Evaluation process for rehire

L. Chain of command

M. Public Relations

N. Any other appropriate information

III. Communication with the Regional Office

A. The WSS is a seasonal staff member of the Regional Office reporting to the Regional Superintendent.

B. The role of the WSS is to provide support and expertise for the efficient operation of all public recreational bathing areas within the Region.

C. The WSS must ensure that lifeguard training procedures and standards are consistent throughout the region.

D. WSS will make frequent visits to each bathing area and will assist with problems, training, scheduling and other aspects of the lifeguard program.

E. WSS will observe lifeguard training and overall bathing operations to ensure that it conforms to State Park Service policies.

F. WSS will advise lifeguard officer and/or Superintendent of any deficiencies observed so they can be corrected.

G. If a lifeguard needs the assistance of the WSS immediately, this contact can be made through the area Superintendent.

Chapter 10 – FLOTATION DEVICES FOR PERSONS WITH DISABILITIES

Procedures to use non-Coast Guard approved flotation devices at freshwater bathing areas or flotation devices other than approved body boards and rafts at Island Beach State Park.

I. The Superintendent must obtain the following information from the disabled person in order for this person to use a non-approved flotation device:

   A. Documentation from a qualified physician or medical professional to verify the person is "disabled"and what the disability is.

   B. Documentation from a qualified physician or medical professional as to what the "functional limitations" are of the disabled person.

   C. Documentation from a qualified physician or medical professional that the disabled person does need special accommodations.

   D. Proof/documentation from a qualified physician or medical professional of exactly what type of special flotation (other than approved devices) is required. This documentation must include a specific description of the device and the environment (lake, ocean) in which it can be used.

II. When the above criteria is met, the Superintendent should notify the lifeguards that a specific flotation device is permitted for the individual referenced in the documentation.

Chapter 11 – WATER SAMPLING AT BATHING BEACHES

I. Lake bathing areas shall be sampled one week prior to opening the beach and at one week intervals during the bathing season.

II. Island Beach shall be sampled in accordance with the Cooperative Coastal Monitoring Program administered by DEP.

III. Sampling techniques for the bathing areas.

A. Water samples shall be taken in an area with a stabilized water depth between the sampler's lower thighs and chest with the optimum depth being at the sampler's waist.

B. The sample container shall be placed approximately 8 to 12 inches below the water surface with the lid and stopper still attached.

C. With the collector's arms extended to the front, the container shall be held near it's base and downward at a 45-degree angle. The cap shall be removed and the container filled in one slow sweeping motion (downward or horizontally, not upward). The mouth of the container shall be kept ahead of the collector's hand and the container recapped while it is still submerged. The cap shall remain submerged during the sample collection and care shall be taken not to touch the inner surfaces of the cap.

IV. When a sample fails (greater than 200 fecal coliform per 100 milliliters) the area must be re-sampled. On failure of resample the bathing area must be closed to the public until there is a satisfactory sample.

V. Upon an unsatisfactory sample or closure the Regional Office, Trenton Lifeguard Coordinator and the NJ Department of Health and Senior Services must be notified.

CHAPTER 12- HEPATITIS B VACINATION AND PATHOGEN EXPOSURE ADMINSTRATION

I. Hepatitis B Vaccination Procedures

A. Lifeguard paperwork required

1. As part of the employment paperwork, Superintendents must let lifeguards know that they may be exposed to bloodbourne pathogens and can receive a free Hepatitis B vaccination. A free titer is available if the lifeguard has already received vaccination.

2. All lifeguards must complete the Hepatitis B vaccination form (Pg. A-4) every year with their employment paperwork. If the lifeguard is a minor the form must be completed and signed by a parent or guardian.

3. If lifeguard refuses the vaccination he or she may request one at a later date.

B. Processing Hepatitis B forms and administrating vaccine

1. Forms are separated into 4 piles and 4 lists. List and Pile 1). Guards requesting vaccination 2). Guards requesting Titer 3). Refusals and 4). Guards who have already had received vaccination.

2. A copy of forms must be kept in a confidential file at park offices. Original forms separated by option 1 to 4 must be sent to the OFFICE OF OCCUPATIONAL HEALTH AND SAFETY (OOHS) PO Box 416 Trenton, NJ 08625

3. A copy of Hepatitis B form lists #1, #2, #3 and #4 must be sent to Regional Superintendent highlighting lifeguards requesting vaccination.

4. For lifeguards requesting titers, lab slips and locations will be sent to park superintendent from OOHS. Superintendents will send lifeguards with lab slips to the nearest lab location as soon as possible for titer.

5. OOHS will contact Regional Superintendent. The Regional Superintendent will contact park superintendents with dates and times for vaccination. Regional superintendent will arrange transportation.

6. OOHS will inform the Trenton Lifeguard Coordinator of any lifeguards who do not report for immunization injections 1, 2, or 3. The lifeguards will be rescheduled or they will have to submit a new Hepatitis B Immunization forms indicating immunization refusal.

7. The lifeguard is responsible to schedule the third injection and supply their own transportation. There is no cost for the injection. Injection 3 is five months after injection 2. Usually, the 3rd injection is scheduled in January. He/she must call OOHS at 609-292-1408.

8. Lifeguards may elect to have their own physician administer 3rd injection at the Lifeguard's expense. In this case documentation must be sent to:

OOHS
PO Box 416
Trenton, NJ 08625

II Bloodbourne Pathogens

OOHS Bloodbourne Pathogen Exposure Control Plan for State Lifeguards must be kept on file at park offices for review or reference.

OSHA Bloodbourne Pathogen Regulation 29 CFR 1910. 1030 may be referenced at www.state.nj.us/health/eoh/peoshweb/bbpsib.pdf.

A. Training

1. All lifeguards will be trained in accordance with Bloodbourne Pathogen Exposure Control Plan and Red Cross Bloodbourne Pathogen training every year.

2. Documentation of Bloodbourne Pathogen training will be sent to the Trenton Lifeguard Coordinator by Regional FA/CPR Instructor using Bloodbourne Pathogen Exposure Control Plan CPR/FIRST Aid Training Form (Pg. A-32).

B. Reporting Exposure Incidents

An exposure is defined as any contact with bodily fluids of another person that may enter the body through needle stick, open sore, or mucous membranes such as eyes or oral cavity. Contact with saliva, urine, feces, vomit, or sputum visibly contaminated with blood is considered an exposure. If such an exposure occurs, the following steps must be taken:

1. When a lifeguard reports a Bloodbourne Pathogen exposure to the superintendent, the superintendent must immediately send the lifeguard to an approved hospital or medical facility for treatment. Inform the lifeguard to tell the medical facility that this is Workmen's Compensation.

2. Superintendent will report exposure within 8 hours, Monday through Friday between 8:00am to 5:00pm to: DEP Division of Human Resources 609-984-3412, or Monday through Friday between 5:00pm and 8:00am as well as weekends and holidays to: DEP communications Center 877-927-6337

3. Superintendents must complete RM-2 and fax it Monday through Friday from 8:00 am to 5:00 pm to: DEP Division of Human Resources/Leave Management 609-292-6424, or Monday through Friday between 5:00pm and 8:00am as well as weekends and holidays NJ DOL PEOSH 609-292-3749.

4. Injury and Illness Incident Report must also be completed.

5. Lifeguards that had an exposure must supply OOHS with the following documentation from their medical provider and submit by mail to OOHS at PO Box 416 Trenton, NJ 08625.

   a) Employee has been informed of any medical testing results

   b) Employee has been educated about medical conditions that can result from exposure.

Appendix

Become a Lifeguard at New Jersey's State Parks

Nationally certified, professional Lifeguards are ready to train you to join our team. No experience necessary. If you're at least 16 years old, mature, responsible, and have goo swimming skills, apply today.

You'll be tested, trained, and receive United States Lifesaving Association (USLA) certificatic at our expense. We offer a competitive starting salary and opportunities for advancemer

Don't wait- give us a call today.

Lifeguard positions available Memorial Day through Labor Day at the following are

SOUTHERN REGION

Atison Recreation Area
(Wharton State Forest)
744 Route 206
Shamong, NJ 08088
(609) 268-0444

Bass River State Forest
762 Stage Rd
Tuckerton, NJ 08087
(609) 296-1114

Belleplain State Park
County Route 550
P.O. Box 450
Woodbine, NJ 08270
(609) 861-2404

Parvin State Park
701 Almond Road
Pittsgrove, NJ 08318-3928
(856) 358-8616

CENTRAL REGION

Cheesequake State Park
300 Gordon Road
Matawan, NJ 07747
(732) 566-2161

Island Beach State Park (Ocean)
P.O. Box 37
Seaside Park, NJ 08752
(732) 793-0506

Round Valley Recreation Area
1220 Lebanon-Stanton Road
Lebanon, NJ 08833-3115
(908) 236-6355

Spruce Run Recreation Area
68 Van Syckel's Road
Clinton, NJ 08809
(908) 638-8572

NORTHERN REGION

High Point State Park
1480 Route 23
Sussex, NJ 07461
(973) 875-4800

Hopatcong State Park
PO Box 8519
Landing, NJ 07850-8519
(973) 398-7010

Ringwood State Park
1304 Sloatsburg Rd.
Ringwood, NJ 07456-1799
(973) 962-7031

Stokes State Forest
1 Coursen Road
Branchville, NJ 07826
(973) 948-3820

Swartswood State Park
P O Box 123
Swartswood, NJ 07877-52
(973) 383-5230

Wawayanda State Park
885 Warwick Turnpike
Hewitt, NJ 07421
(973) 853-4462

For additional Information or to obtain an application contact:

NJ Department of Environmental Protection
Division of Parks and Forestry
State Park Service
PO Box 404
Trenton, NJ 08625-0404
Phone: (609) 984-6085 Fax: (609) 984-0503
Email: Gerry.davies@dep.state.nj.us

New Jersey Department of Environmental Protection
Division of Parks and Forestry

STATE PARK SERVICE

PERMISSION FOR LIFEGUARD APPLICANTS
UNDER 18 YEARS OF AGE
TO TAKE THE LIFEGUARD EMPLOYMENT TEST

I, _____ grant my child _____
(Print Parent or Legal Guardian Name) (Print Name of Child)

permission to take the New Jersey State Park Service Pre-Employment Lifeguard Test. I am not aware of or been informed by a physician of any medical or physical disability that would prevent my child from completing this test.

_____ _____
(Date) (Signature of Parent or Legal Guardian)

Freshwater and Ocean Test

The physical fitness test consists of:

- Swim 500 meters in an indoor pool in 10 minutes or less, using a swimming stoke performed on the front only.

- Run 400 meters on a track or parking lot in 1 minute 40 seconds or less.

New Jersey Department of Environmental Protection
Division of Parks and Forestry

State Park Service

Lifeguard Medical Certification Form

_____ is medically qualified to perform the
(Name)
duties of a lifeguard for the New Jersey State Park Service for the _____
(Year)
season.

LIFEGUARD DUTIES INCLUDE:

Hearing
Observation of Bathers
CPR
First Aid
Swimming
Running
Rowing
Paddling Kayaks
Free Diving to Depths of 15 Feet
Water Rescue with Rescue Buoy, Kayak, Boat

_____ _____
(Date) *(Signature of M.D. or D.O.)*

THE PHYSICIAN'S STAMP OR SEAL MUST BE AFFIXED TO THIS FORM TO BE VALID

NOTE: Employee must personally deliver this original form to the area Superintendent prior to the start of employment.

State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Office of Occupational Health and Safety
428 E. State Street PO Box 416
Trenton, NJ 08625
Phone (609) 292-1408
Fax (609) 984-2488

Hepatitis B Immunization

Immunization is offered and recommended to those employees who may come in contact with blood or other potentially infectious materials. The immunization will not prevent hepatitis caused by other agents, such as Hepatitis A virus, Hepatitis C, or other viruses known to infect the liver.

The immunization procedure consists of a regimen of three 1.0 ml intramuscular injections of Recombinant Hepatitis B Vaccine (Remcombivax), to be given at one, two and six month intervals. Depending on your job duties completion of the series may be followed by a blood titer to ensure development of immunity.

Common local reactions have included erythema, swelling and warmth. These signs and symptoms of local inflammation are generally well tolerated and usually subside within two days of vaccination. Low grade fever (less than 101 ℉) occurs occasionally and is usually confined to the 48-hour period following vaccination. As with any immunization, there is the possibility of more serious side effect. Less than every 100,000 person receiving the vaccine have had serious side effects including myelitis, seizures, meningitis and Gullian Barre Syndrome.

I have read and understand the Hepatitis B immunization procedure.

Please check one of the following

___ I wish to participate in the Hepatitis B immunization program. Please provide forwarding address:_____ and Phone #_____ for notification of third shot in December or January.

___ I have already received the immunization. Date: _____Where_____

___ I had all three shots and would like a Hepatitis B titer drawn.

___ I **refuse** to participate in the immunization program. (**Must read below)**

Hepatitis B Vaccination Refusal

I understand due to my occupational exposure to blood or other potentially infectious material I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine I can receive the vaccination series at no charge to me.

_____	_____	_____
Name (Print)	Date	State Park Area
_____	_____	
*Signature	Date	

Signature of parent or guardian required if employee in under 18 years of age.

State of New Jersey

Department of Environmental Protection

Northern Region Office
PO Box 1100
Andover, NJ 07821
Tel: 973-786-5210
FAX: 973-786-6356

TO: Lifeguard Officers

FROM: Art Clarke, Water Safety Supervisor
Northern Region Office

DATE: August 2, 2009

SUBJECT: Training Assignments for the Week of August 8, 2009

Saturday, August 8, 2009 - 9:40 a.m.	Sighted Submersion Drill
Sunday, August 9, 2009 - 9:40 a.m.	Water Search for a 4 Year Old Child

The following pages should be read and discussed during the week:

American Red Cross CPR/AED for Professional Rescuers and Health Care Providers. Read the entire book. It is short.

These assignments should be done with all lifeguards in addition to any other skills the Lifeguard Officer thinks is necessary to teach or review.

c: Regional Superintendent
Superintendents

New Jersey is an Equal Opportunity Employer
Recycled Paper

DPF-069
5/09

New Jersey Division of Parks and Forestry
State Park Service
Daily Lifeguard Record

Date Tuesday, August 4, 2009 (Day and Date)

Area Stokes State Forest

Weather Readings

Water Temperature:	75 degrees	
Air Temperature:	70 degrees	AM
	85 degrees	PM
Weather Conditions:	Clear	AM
	Partly Sunny	PM

Number of Bathers in Water

45	11:00 AM
100	2:00 PM
90	4:00 PM

Activity Report

First Aid:	3
Assist:	1
Rescues:	0
Drownings:	0
CPR and Rescue Breathing:	0
Ambulance Call:	0
Lost Children:	1
Objectionable Behavior:	0
Preventative Actions:	10

Lifeguard Name	Time In	Time Out
Rick Smith	9:30 AM	6:00 PM
Lisa Hall	9:30 AM	6:00 PM
Mike Hart	9:30 AM	6:00 PM
Lance Gallo	9:30 AM	6:00 PM

Name of Recorder Rick Smith

NOTES, COMMENTS, ETC. **COMMENTS MUST BE FACTUAL - NOT OPINION**

Examples: Lisa Hall has to care for a lost child for 1 1/2 hours.

Closed for thunderstorm 2:00 PM. Reopened at 4:00 PM.

New Jersey Division of Parks and Forestry State Park Service

ISLAND BEACH STATE PARK

Daily Lifeguard Record

Date: 7/6/13 **Flag Code:** YELLOW

Park Attendance: 5000

Weather Readings

Water Temperature	68	10:00 AM
	70	2:00 PM
Air Temperature	75	AM
	80	PM
Tide	9:28 AM	High
	3:45 PM	Low
Wind Direction	CALM	AM
	SE	PM
Wind Velocity	CALM	AM
	10	PM
Weather Conditions	SUNNY	AM
	PARTLY SUNNY	PM
Surf Condition	CALM	AM
	2FT	PM

Activity Report:

First Aid	8
Assist	1
Rescues - Rip Current	1
Rescues – Other Rescues	0
Drownings	0
CPR & Rescue Breathing	0
Ambulance Call	1
Lost Children	3
Objectionable Behavior	0
Prevention Actions	60

Number of Bathers in Water

100 10:00 AM 500 2:00 PM 290 5:00PM

Miscellaneous Activities/Comments

FACTS, NOT OPINION

New Jersey Division of Parks and Forestry
State Park Service

Year End Lifeguard Activity Report

Date _____ **Area** _____

First Aids	_____
Assists	_____
Rip Current Rescues:(IBSP)	_____
All Other Rescues	_____
Drownings	_____
CRP or Rescue Breathing	_____
Ambulance Calls	_____
Lost Child/Person	_____
*Objectionable Behavior	_____
Preventative Actions	_____

_____ _____
Lifeguard Officer **Superintendent**

*Objectionable Behavior is defined as "an extraordinary problem with getting someone to obey the regulations.

New Jersey Division of Parks and Forestry
State Park Service

Lake: Life Guard Training Record

Last Name: REILLY **First Name:** JOSEPH

Position: LG 4 **Date Hired:** 5/10/13 **Date Terminated:** 9/10/13

EMPLOYMENT TEST:

	DATE	TIME
1) 500m Swim	5/10/13	8:10
	7/8/13	8:03
	8/10/13	8:05
2) 400m Run	5/10/13	1:20

MEDICAL PHYSICAL DATE: 5/16/13

WRITTEN TEST: SCORE

Lifeguard Manual 92

CERTIFICATION	EXP. DATE
Red Cross Standard First Aid	5/15/14
Red Cross CPR/AED (BLS) For Professional Rescuers	5/15/14
Red Cross Oxygen Admin. For Professional Rescuer	5/15/14
Red Cross Blood Borne Pathogens	5/15/14

Other: _____

PRIMARY SKILLS								Satisfactory Date
Torp Rescue Conscious Victim	5/20	6/21						5/20 AC
Torp Rescue Unconscious Victim	5/20	6/21						5/20 AC
Torp Rescue Multiple Victims	5/20	6/21						5/20 AC
Mask, Finks, Snorkel	5/20	6/21						5/20 AC
Rescue Procedure	5/20	6/21						5/20 AC
Removal of Victim from Water Chair Carry	5/20	6/21						5/20 AC
Removal of Victim from Water- 1 Man Assist/Conscious	5/20	6/21						5/20 AC
Removal of Victim from Water- 1 Man Drag	5/20	6/21						5/20 AC
Sighted Submersion	5/20	6/1	6/28	7/20	8/10			5/20 AC
Scanning	5/20	7/1						5/20 AC
Spinal Injury Deep Water	5/20	7/1						5/20 AC
Spinal Injury 6 inches of Water	5/20	7/1						5/20 AC
Standing Backboard	5/20	7/1						5/20 AC
Water Search for Lost Person	5/20	6/10	7/2	8/2				5/20 AC
Kayak Handling	5/20	6/25						5/20 AC
Kayak Conscious Victim	5/20	6/25						5/20 AC
Kayak Unconscious Victim	5/20	6/25						5/20 AC
Kayak Multiple Victims	5/20	6/25						5/20 AC
								5/20 AC

Lake: Life Guard Training Record (Page 2)
NON-EQUIPMENT RESCUES

APPROACHES						Satisfactory date
Front	5/20					5/20 AC
Dive to Rear	5/20					5/20 AC
Swim to Rear	5/20					5/20 AC
Submerged Victim	5/20					5/20 AC

CARRIES & TOWS						
Single Armpit	5/20					5/20 AC
Double Armpit	5/20					5/20 AC
Wrist Tow	5/20					5/20 AC
Cross Chest w/Armpit Level off	5/20					5/20 AC

ASSISTS						
Single Armpit (Front & Back)	5/20					5/20 AC
Armpit Assist by 2 Lifeguards	5/20					5/20 AC

DEFENSE						
Block (1 or 2 Hand)	5/20					5/20 AC

ESCAPE & RESCUE						
Front Head Hold	5/20					5/20 AC
Rear Head Hold	5/20					5/20 AC
Wrist Grip	5/20					5/20 AC
Mult. Drowning Release	5/20					5/20 AC

SECONDARY SKILLS

BOAT SKILLS						
Boat Handling	N/A					
Boat Rescues	N/A					

REVIEW WORK						
CPR	7/2	8/3				
First Aid	7/2	8/3				

New Jersey Division of Parks and Forestry
State Park Service
Ocean: Life Guard Training Record

Last Name: SMITH

First Name: KAREN

Position: LG3

Date Hired: 5/10/13

Date Terminated: 9/20/13

EMPLOYMENT TEST:

	DATE	TIME
1) 500m Swim	5/10/13	8:12
	7/12/13	8:00
	8/6/13	8:10
2) 400m Run	5/10/13	1:13

MEDICAL PHYSICAL DATE: 5/19/13

WRITTEN TEST:	SCORE
Lifeguard Manual	94

CERTIFICATION	EXP. DATE
Red Cross Standard First Aid	6/10/15
Red Cross CPR/AED (BLS) For Professional Rescuers	6/10/14
Red Cross Oxygen Admin.	6/10/14
Bloodborne Pathogens:	6/10/14

Other: _____

Other: _____

Primary Skills				*	Non-equipment				*	Personal Watercraft Skills					*
Torp Rescue Conscious Victim	5/20	7/1		5/20	Approach Front	5/20			5/20	General Use/Regulations					
Torp Rescue Unconscious Victim	5/20	7/1		5/20	Approach Dive to Rear	5/20			5/20	Equipment Set-up & Sled Rigging					
Torp Rescue Multiple Victims	5/20	7/1		5/20	Approach Swim to Rear	5/20			5/20	Safety					
Mask, Fins, Snorkel	5/20	7/1		5/20	Approach Submerged Victims	5/20			5/20	Launching					
ATV Safety-IBSP	5/20	6/10		5/20	Carries & Tows Single Armpit	5/20			5/20	Landing					
Rescue Procedures	5/20	7/1		5/20	Carries & Tows Double Armpit	5/20			5/20	Operation in Surf Zone					
Removal of Victim from Water-Chair Carry	5/20	7/1		5/20	Carries & Tows Wrist Tow	5/20			5/20	Operation Outside Surf Zone					
Removal of Victim from water 1 Man Conscious/Unconscious	5/20	7/1		5/20	Cross Chest with Armpit Level Off	5/20			5/20	Patrol					
Sighted Submersion	5/20	6/11		5/20	Single Armpit Assist (Front & Back)	5/20			5/20	Capsized PWC					
Scanning	5/20	7/1		5/20	Armpit Assist by 2 Lifeguards	5/20			5/20	Maintenance & Basic Mechanics					
Spinal Injury Deep Water	5/20	7/6		5/20	Defense Block (1 or 2 hands)	5/20			5/20	One Lifeguard Use of Rescue Tube					
Spinal Injury 6 in. of Water	5/20	7/6		5/20	Escape & Rescue Front Head Hold	5/20			5/20	One Lifeguard Conscious Victim					
Standing Backboard	5/20	7/6		5/20	Escape & Rescue Rear Head Hold	5/20			5/20	One Lifeguard Unconscious Victim					
Water Search for lost person	5/20	6/1		5/20	Escape & Rescue Wrist Grip	5/20			5/20	One Lifeguard Multiple Victims					
Kayak Handling	5/20	7/2		5/20	Multiple Drowning Release	5/20			5/20	One Lifeguard Returning Victim to Safety					
Kayak Conscious Victim	5/20	7/2		5/20	Boat Handling	6/1			6/1	One Lifeguard Boat Assistance					
Kayak Unconscious Victim	5/20	7/2		5/20	Boat Rescue	6/1			6/1	One Lifeguard Off Beach Assistance					
Kayak Rescue Multiple Victims	5/20	7/2		5/20	First Aid Review	7/20				Two Lifeguards Use of Rescue Tube					
Rescue Board- IBSP Handling	5/20	7/12		5/20	CPR Review	7/20				Two Lifeguards Conscious Victim					
Rescue Board- IBSP Conscious Victim	5/20	7/12		5/20						Two Lifeguards Unconscious Victim					
Rescue Board- IBSP Unconscious Victim	5/20	7/12		5/20						Two Lifeguards Multiple Victims					
Rescue Board- IBSP Multiple Victims	5/20	7/12		5/20						Two Lifeguards Returning Victim to Safety					
										Two Lifeguards Boat Assistance					
										Two Lifeguards Off Beach Assist					

Note "*" = Satisfactory Date

New Jersey
Division of parks and forestry
State park service

Lifeguard Physical Training

BILL WRIGHT — Name
SWARTSWOOD — Area
2013 — Year

Saturday Begins New Week		Dates of 500 Meter				Dates of 1 Mile			Dates of 1,000 Meters			Reason Training is Not Completed	Initial P/T Officer
Week	Date	Swim	Swim	Swim	Swim	Run	Run	Run	Paddle		Row*	Comments	
1	5/28	5/28	5/28	6/1	6/2	5/30	5/30	5/31	6/1	6/1			AC
2	6/4	6/4	6/4			6/5	6/5					ONLY WORKED 2 DAYS	AC
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													

*Lake Areas will substitute the row with an additional 500 meter swim or a 1,000 meter paddle

New Jersey Division of Parks and Forestry
State Park Service

First Aid/ Incident Report

Name: JONES JAMES Age: 12 Sex: M Date: 7/2/13
(Last) (First) (MI)

Address: 11 5th ST NEWARK NJ Telephone # 973 458-0211

Guardian/Witness: NANCY JONES

Complaint: CUT RIGHT FOOT (LACERATION)

Circumstances: RUNNING ON BEACH

Time: 11 AM or PM Location: BY STAND 2

Medical conditions, Allergies, etc: NONE

Injury Suspected: CUT ON FOOT

Treatment: CLEANED CUT AND BANDAGED FOOT

Recommendation: SEE DOCTOR

Comments:

Guardian/Witness Signature: N Jones

Attendant's Signature: J. Reilly

Lifeguard's Signature: J. Reilly

DPF-092
2/10

New Jersey Division of Parks and Forestry
State Park Service

Lifeguard Evaluation Sheet

Area Hopatcong State Park **Date** 7/30/2010

Name Diane Smith

Topic of Evaluation	Rating	Comments
General Ability		
Promptness	3	
Takes Orders	3	
Ambition	3	
Appearance	3	
Compatibility with Guards	3	
Tact with Visitors	2	
Confidence	2	Reluctant to Enforce Rules
Reliability	4	
Attendance	5	Never Absent
Punctuality on Rotation	4	
Guarding Ability		
Familiarity and Utilization of Equipment	3	See attached paper.
Attentiveness on Duty	4	
Scanning	3	
Reaction to Emergency	4	
Rescue Ability	4	Did well in drills, but no real rescue.
Procedural Understanding	3	
Physical Fitness		
Progress During Season	4	
Participation in Physical Fitness Program	3	
Endurance	3	
Swimming Ability	5	
Motivation to Keep Fit	4	

Number of Years Expected to Return: 2

Lifeguard Title: Lifeguard 3

Recommended for Rehire: X **Yes** _____ **No**

Rating Key:		
	1	**Unsatisfactory**
	2	**Needs Improvement**
	3	**Satisfactory**
	4	**Above Satisfactory**
	5	**Outstanding**

Lifeguard Evaluation Sheet (Back)

General Comments (Rater):

Diane is a good lifeguard, but often ignores some of the less important aspects of her job.

Rater Signature _____

Rater Title Lifeguard Lieutenant

Superintendent's Comments (Reviewer):

Superintendent Signature _____

I have had the opportunity to review my final rating.

Ratee Signature _____

Title Lifeguard 3

2/10

DPF-049
2/10

New Jersey Division of Parks and Forestry
State Park Service

Lifeguard Employment Test - Score Sheet

Use ball point pen. DO NOT use pencil.

Test Area: Ramapo College Pool
Name: Diane Smith
Area: Hopatcong State Park
Date: 5/3/06

PHASE ONE (500 Meter Swim - maximum 10 minutes)

Time: 9:14 **Timer Initials:** AC

Remarks:

PHASE TWO (400 Meter Run - maximum 1 minute 40 seconds)

Time: 1:37 **Timer Initials:** AC

Remarks:

PHASE THREE (Interview and Recommendation)

[X] Hire

[ ] Not Hired

[ ] Referred to Another Area

Remarks: EMT, College Sophmore

Uniform Sizes: **T-shirt** Large **Swim Suit** 36

Signature of Testing Officer

VSA-007
5/93

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION AND ENERGY

BIWEEKLY HOURLY TIME REPORT (SEASONAL)

*(*SEE REVERSE SIDE FOR INSTRUCTIONS)*

☐ Revised ☐ Supplementary

Date of Revision _____

Last Name	First Initial
CLARKE	A

Organization	Payroll No.	Unit	Social Security No.*
4GBF 010	3210	56	XXX XX XXXX

Period Ending MO.	DAY	YR.
05	07	13

JOB NUMBER		ACTIVITY CODE	Sat. 5/25	Sun. 26	Mon. 27	Tues. 28	Wed. 29	Thur. 30	Fri. 31	Sat. 6/1	Sun. 2	Mon. 3	Tues. 4	Wed. 5	Thur. 6	Fri. 7	TOTALS
3GBF0000	V	47X	3	3		4	4			3	3	4	4				28
3GBF00000	V	76P	3	3					2	3	3	2	2	2			20
3GBF00000	V	22N				2	2		2		2	2	2	2			14
3GBF00000	V	76A	2	2		2	2		4	2				4			18
	V																
	V																
	V																
	V																
	V																
	V																
	V																
	V																
	V																
	V																
→ ENTER DAILY TOTALS			8	8		8	8		8	8	8	8	8	8			80

EMPLOYEE'S CERTIFICATION

I certify that this is a true report of my attendance and/or travel for the period indicated. I certify that time recorded is in accordance with applicable DEPE Policy and Procedure.

Arthur Clarke
Signature

SUPERVISOR'S CERTIFICATION

I have reviewed this time report and certify that it is a true and accurate record of this employee's activity during the period indicated.

PRINT Rebecca Fitzgerald (Name) Supt. (Title)

Rebecca Fitzgerald
Signature

New Jersey Division of Parks and Forestry
State Park Service

Designated Bathing Area
Death or Serious Injury Report

AREA: _____

DATE OF OCCURRENCE: _____TIME: _____

VICTIM NAME: _____

VICTIM ADDRESS: _____

_____

AGE: _____ SEX: _____ RACE: _____

NAME OF LIFEGUARDS ATTENDING TO VICTIM AND ON DUTY AT THE TIME OF OCCURRENCE:

_____

_____

_____

WITNESSES (INCLUDE NAMES AND ADDRESSES):

_____

_____

_____

RESCUE-EXACT LOCATION: _____

APPROXIMATE DEPTH OF WATER (IF APPLICABLE): _____

WATER TEMP. SURFACE: _____ WATER TEMP. BOTTOM _____

WEATHER CONDITIONS: _____ UNDERWATER VISIBILTY: _____

WATER SURFACE CONDITIONS: _____

BRIEF DESCRIPTION OF INCIDENT:

_____

_____

_____

_____

_____

PREPARED BY: _____ DATE:_____

REVIEWED BY SUPERINTENDENT : _____ DATE:_____

(See Reverse Side)

(BACK)

DESIGNATED SWIMMING AREA
DEATH OR SERIOUS INJURY REPORT

This report MUST be faxed by the AREA SUPERINTENDENT to: SPS ASSISTANT DIRECTOR, DEPARTMENT OF HEALTH & SENIOR SERVICES (DHSS), SPS LIFEGUARD COORINATOR, & YOUR REGIONAL SUPERINTENDENT AS SOON AS POSSIBLE, within 24 hours of the incident at the latest:

DEPARTMENT OF HEALTH & SENIOR SERVICES
DIVISION OF LOCAL AND COMMUNITY HEALTH SERVICES
PHONE NUMBER: (609) 826-4941
FAX NUMBER: (609) 826-4992

STATE PARK SERVICE, ASSISTANT DIRECTOR
FAX NUMBER: (609) 984-0503

STATE PARK SERVICE, LIFEGUARD COORINATOR
FAX NUMBER: (609) 984-0503

SOUTHERN REGIONAL OFFICE, REGIONAL SUPERINTENDENT
FAX NUMBER: (609) 965-3230

CENTRAL REGIONAL OFFICE, REGIONAL SUPERINTENDENT
FAX NUMBER: (908) 236-2473

NORTHERN REGIONAL OFFICE, REGIONAL SUPERINTENDENT
FAX NUMBER: (973) 786-6356

In addition to the faxes, DEPARTMENT OF HEALTH & SENIOR SERVICES, SPS ASSISTANT DIRECTOR, and REGIONAL SUPERINTENDENT MUST be notified by telephone, AS SOON AS POSSIBLE, within 24 hours of the incident at the latest. When speaking with the DEPARTMENT OF HEALTH & SENIOR SERVICES confirm their receipt of your report and schedule a time for them to meet/interview you and all staff involved with incident, on-site or by telephone.

NJ DIVISION OF PARKS ANF FORESTRY
STATE PARK SERVICES

LIFEGUARD FIRST AID EQUIPMENT
INVENTORY AND REQUEST

ITEM	FIRST AID ROOM	IN STORAGE	REQUEST
BACKBOARD			
BACKBOARD STRAP (5 PER BOARD) OR 1 SPIDER STRAP			
CERVICAL COLLARS *BABY NO-NECK			
PEDIATRIC			
ADULT ADJUSTABLE			
HEAD IMMOBILIZER			
CHAIRS			
DESK			
EXAMINATION LIGHT			
EXAMINATION TABLE			
FIRST AID KITS (EMPTY)			
INSTRUMENT TRAY (WITH COVER)			
POCKET MASKS ** ADULT OXYGEN INLET			
POCKET MASKS ** CHILD OXYGEN INLET			
PRIVACY SCREEN			
WOOL BLANKETS			
AED			
BAG VALVE MASK – CHILD			
BAG VALVE MASK – ADULT			
OXYGEN REGULATOR			
OXYGEN D CYLINDERS			
NASAL CANNULA – CHILD			
NASAL CANNULA – ADULT			
OXYGEN REBREATHER MASK – CHILD			
OXYGEN REBREATHER MASK – ADULT			
SET OF NASAL AIRWAYS			
SET OF ORAL AIRWAYS			
AED			
MANUAL HAND HELD SUCTION UNIT			
RED CROSS FIRST AID TEXT BOOK **			
RED CROSS CPR/AED FOR PROFESSIONAL RESCUER TEXT BOOK			
RED CROSS LIFEGUARDING BOOKS			
OPEN WATER LIFESAVING USLA MANUAL			

*BRAND LAERDAL
** REQUIRED BY NJ DEPARTMENT OF HEALTH & SENIOR SERVICES

AREA _____ SUPT/HEAD LIFEGUARD _____ DATE _____

NJ DIVISION OF PARKS AND FORESTRY
STATE PARK SERVICE

LIFEGUARD FIRST AID SUPPLIES INVENTORY AND REQUEST

ITEM	FIRST AID ROOM	IN STORAGE	REQUEST
ALCOHOL WIPES (FOR CLEANING INSTRUMENTS) 1 BOX *			
BLEACH (FOR CLEANING INSTRUMENTS & FIRST AID ROOM)			
BAND AID PLASTIC STRIPS 1” 100/BOX*			
BAND AID PLASTIC STRIPS EX. LG. 50/BOX*			
DISPOSABLE FACE SHIELD (5)*			
DISPOSABLE PROTECTIVE GOWN (5)*			
GAUZE STERI PADS 2” X 2” 100/BOX*			
GAUZE STERI PADS 3” X 3” 100/BOX*			
GAUZE STERI PADS 4” X 4” 100/BOX*			
GAUZE-2” ROLL SOFT KLING N/S 12/BG.			
GAUZE-3” ROLL SOFT KLING N/S 12/BG.*			
EYE DRESSING PACKET*			
TRIANGULAR BANDAGE 4 UNITS*			
ADHESIVE TAPE 1”(1)*			
ADHESIVE TAPE 2” 1 UNIT*			
SCISSORS, BANDAGE 1 UNIT*			
SCISSORS, STRAIGHT 1 UNIT*			
TWEEZERS (SPLINTER FORCEPS) 1 UNIT*			
SAM SPLINTS			
GLOVES, NITRILE N/S MEDIUM 100/BOX*			
GLOVES, NITRILE N/S LARGE 100/BOX*			
COLD PACKS 16/CASE*			
LIQUID SOAP (ANTI-BACTERIAL) 16 0Z. BTL.			
FACIAL TISSUE BOXES			
DRINKING CUPS BOXES			

*REQUIRED BY NJ DEPARTMENT OF HEALTH & SENIOR SERVICES

AREA	SUPT/HEAD LIFEGUARD	DATE

NJ DIVISION OF PARKS AND FORESTRY
STATE PARK SERVICE

LIFEGUARD EQUIPMENT
INVENTORY AND REQUEST

ITEM	FIRST AID ROOM	IN STORAGE	REQUEST
AIR HORNS			
AIR HORN CANISTERS			
BATHING AREA LINE FLOATS			
BEACH UMBRELLAS			
BIMINI CANOPIES			
BINOCULARS			
BOAT WARNING BUOYS			
BULL HORNS			
LANYARDS (ELASTIC)			
WHISTLES			
LIFEGUARD STANDS			
LIFEGUARD STAND CUSHIONS			
LINE CLIPS			
LINE SPLICING FIDS			
MASK			
MOORING BUOYS			
OARS – 8 FOOT			
OARS – 9 FOOT			
POLYETHYLENE HOLLOW LINE 1,000’ 3/8 OR 1/4			
POLYETHYLENE HOLLOW LINE 500’ 3/8 OR 1/4			
RESCUE BOATS (IBSP)			
RESCUE BOARD (IBSP)			
SNORKELS			
SWIM FINS – SMALL			
SWIM FINS – MEDIUM			
SWIM FINS – LARGE			
SWIM FINS – EXTRA LARGE			
THERMOMETERS			
TORPEDO (RESCUE) BUOYS*			
KAYAK			
KAYAK PADDLE			
KAYAK BACKREST			
KAYAK LEG STRAPS – (IBSP)			
USCG LIFE JACKET (PFD)			
LINE BOXES – IBSP			
BOAT ROLLER – IBSP			
ROLLEZE – IBSP			
JETTY CLEATS – IBSP			

*REQUIRED BY NJ DEPARTMENT OF HEALTH & SENIOR SERVICES

_____	_____	_____
AREA	SUPT/HEAD LIFEGUARD	DATE

New Jersey Division of Parks and Forestry
State Park Service

Island Beach State Park

Personal Watercraft Maintenance Log Checklist

Month:_____Year:_____

Day	Hours/Use	Gas	Oil/Lubricate	Flush out	Radio Bag	2 Lanyards	Rescue Tube	F.A Kit	Tow Rope Knife	Mask Fins	Type 3 P.F.D Helmets	Fire Extinguisher	Compass	Inspection Completed (Initial)
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
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17														
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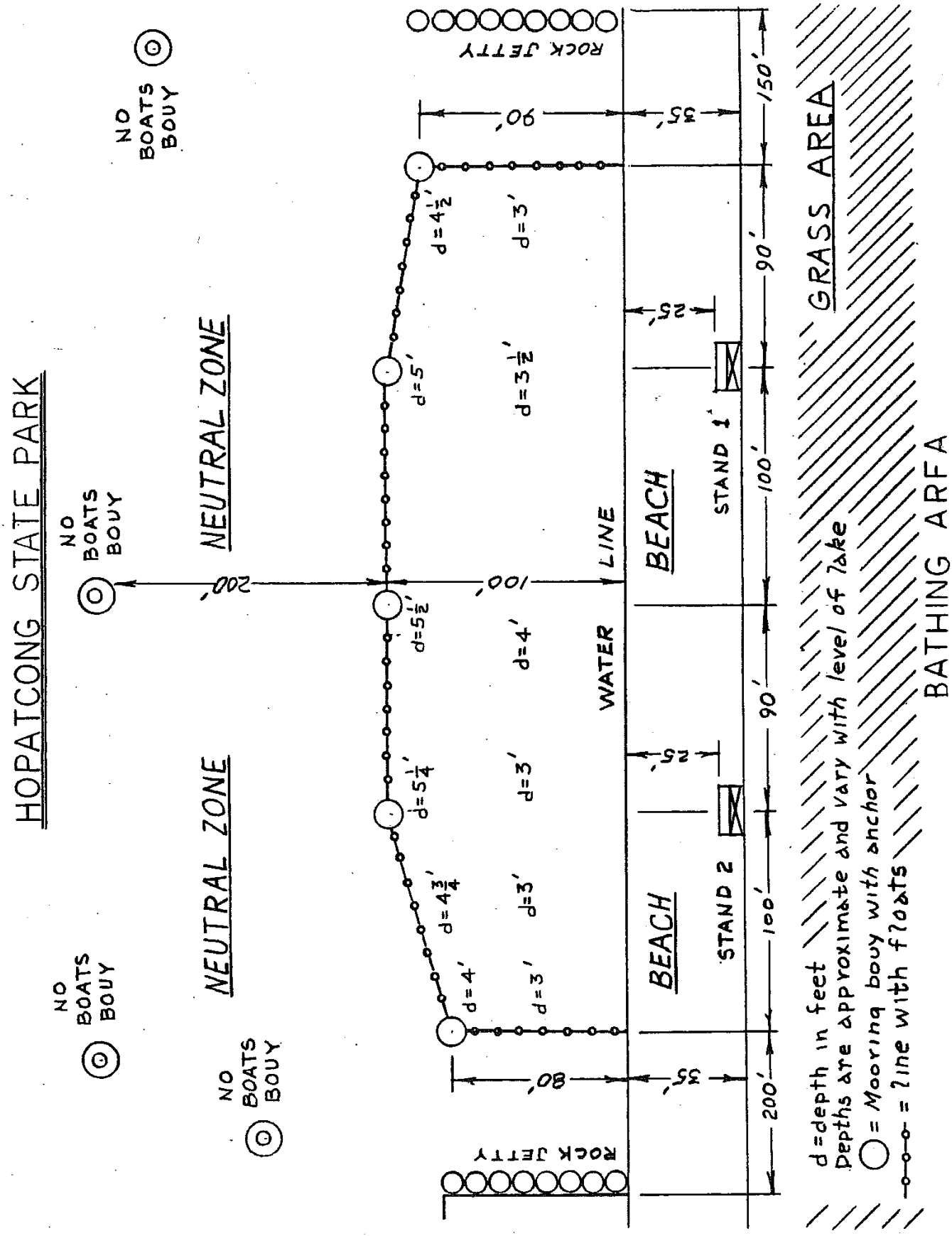
31														


HOPATCONG STATE PARK
NO BOATS BOUY
NO BOATS BOUY
NO BOATS BOUY
NO BOATS BOUY
NEUTRAL ZONE
NEUTRAL ZONE
ROCK JETTY
ROCK JETTY
200'
100'
WATER LINE
BEACH
BEACH
STAND 1
STAND 2
GRASS AREA
BATHING AREA
d=4½'
d=3'
d=5'
d=3½'
d=5½'
d=4'
d=5¼'
d=3'
d=4¾'
d=3'
d=4'
d=3'
90'
35'
25'
25'
80'
35'
150'
90'
100'
90'
100'
200'
d=depth in feet
Depths are approximate and vary with level of lake
= Mooring bouy with anchor
= line with floats

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF ENVIRONMENTAL PROTECTION
P.O. BOX 402
Trenton, NJ 08625-0402
TEL: # (609) 292-2885
FAX # (609) 292-7695

BOB MARTIN
Commissioner

STATE PARK SERVICE
NORTHERN REGION OFFICE
2 AIRPORT ROAD
P.O. BOX 1100
ANDOVER, NJ 07821
Tel. (973) 786-5210
Fax: 973-786-6356

Beach:	Ringwood State Park New Jersey State Park Service
Lifeguard Coordinator:	Jeremy Schaffer
Address:	501 E. State St. PO BOX 404 Trenton, NJ 08625
Telephone:	609-633-7576
Email:	jeremy.schaffer@dep.state.nj.us

2011 Ringwood State Park Lifeguard Roster

Valerie Bednarz	11/15/89	Female	Class A
Erica Clark	3/5/86	Female	Class A
Isabella Costa	08/11/90	Female	Class A
Filip Deptula	5/1/93	Male	Class P
Jakub Deptula	02/09/92	Male	Class B
John Rafferty	03/08/91	Male	Class A

I attest that the above lifeguards are employees of NJ State Parks and are being trained according to the required training plan of the NJ State Parks, which has been approved by the United States Lifesaving Association (USLA) New Jersey Certification Office and in compliance with the guidelines set forth by such.

Lifeguard Supervisor: _____

Lifeguard Coordinator: _____

Date: _____

American Red Cross

This recognizes that
Emily Walton
has completed the requirements for
Bloodborne Pathogens Training
conducted by
NJ State Park Service
Date completed: **05/13/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **1 Year**

American Red Cross

This recognizes that
Emily Walton
has completed the requirements for
CPR/AED for Professional Rescuers and Health Care Providers
conducted by
NJ State Park Service
Date completed: **05/13/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

American Red Cross

This recognizes that
Emily Walton
has completed the requirements for
Asthma Inhaler Training
conducted by
NJ State Park Service
Date completed: **05/13/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

American Red Cross

This recognizes that
Emily Walton
has completed the requirements for
First Aid
conducted by
NJ State Park Service
Date completed: **05/13/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

American Red Cross

This recognizes that
Emily Walton
has completed the requirements for
Epinephrine Auto-Injector Training
conducted by
NJ State Park Service
Date completed: **05/13/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

American Red Cross

This recognizes that
Emily Walton
has completed the requirements for
Administering Emergency Oxygen-
conducted by
NJ State Park Service
Date completed: **05/13/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

United States Lifesaving Association

Emily Walton

is registered as an
USLA-NJ Open Water Lifeguard

Class P Season 2012

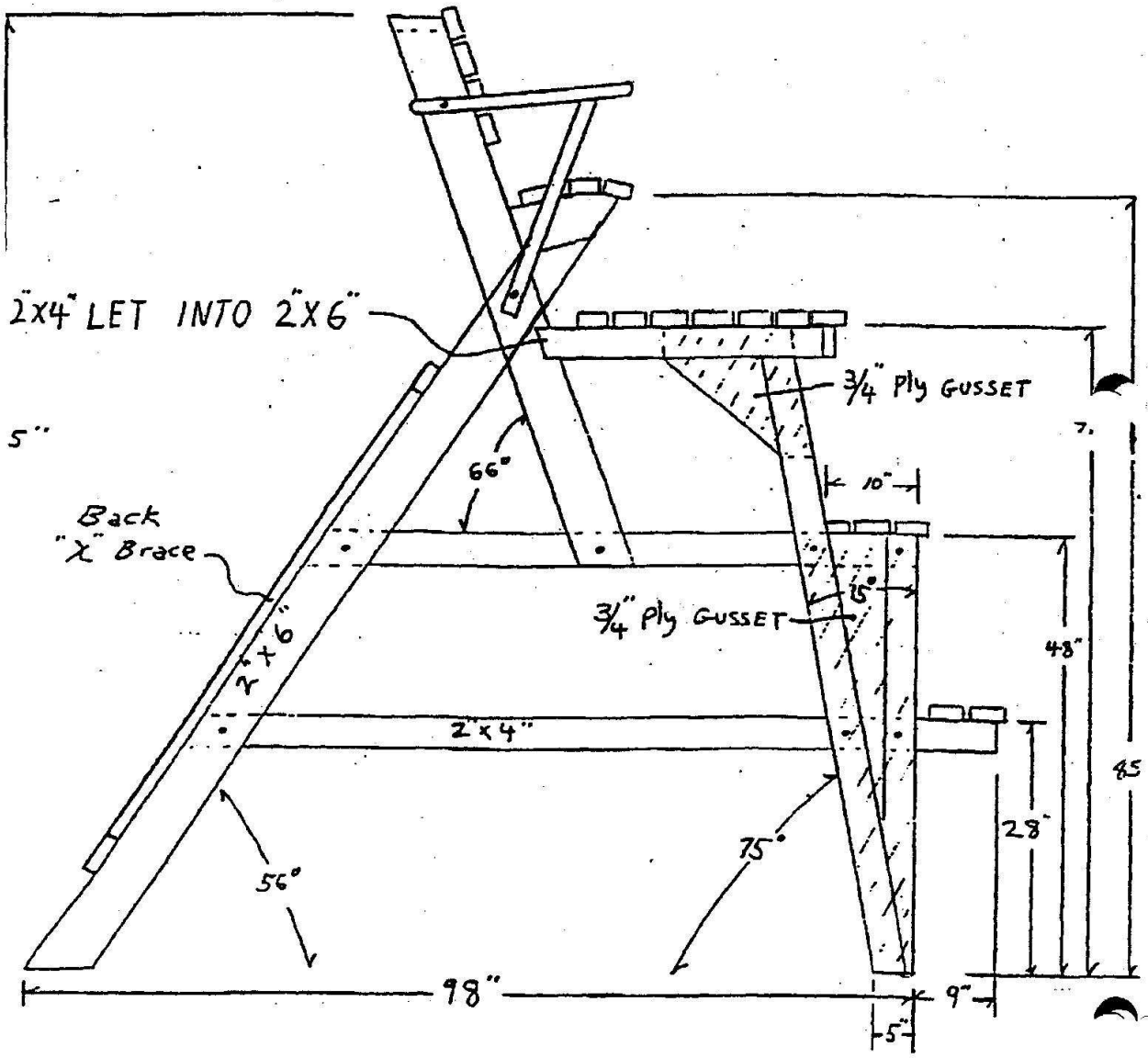
NJSPS

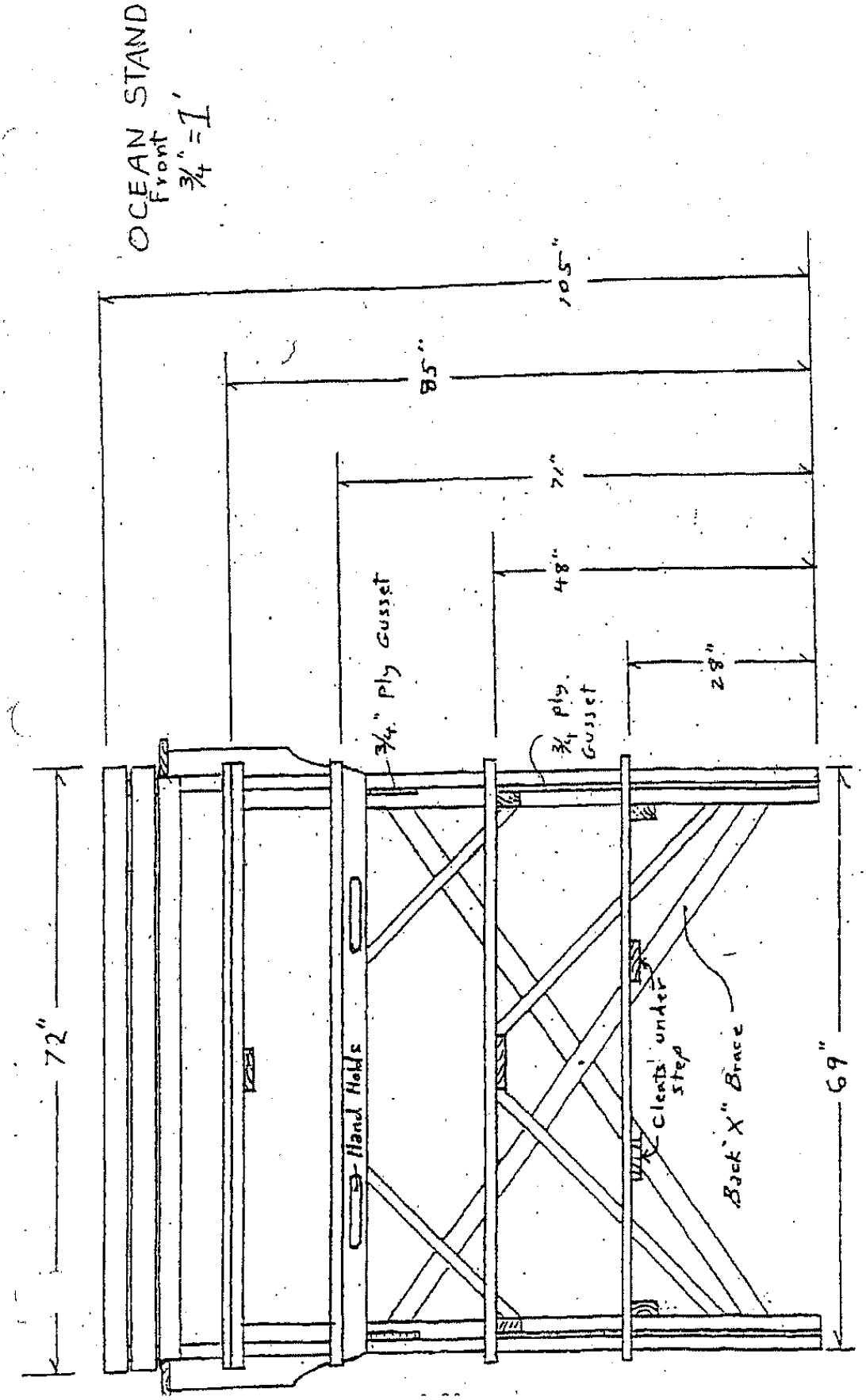
Beach Patrol

USLA-New Jersey Certification Office

OCEAN STAND
Side

3/4" = 1'




OCEAN STAND
Front
3/4" = 1'
105"
85"
71"
48"
28"
3/4" Ply Gusset
3/4 ply. Gusset
Hand Holds
Cleats under step
Back "X" Brace
72"
69"

***** If you are interested in obtaining the plans for the freshwater lifeguard stand please contact Supt. Rebecca Fitzgerald at the High Point State Park office**

New Jersey Division of Parks and Forestry
State Park Service

Lifeguard Uniform Inventory and Request

ITEM	SIZE	ON HAND	REQUEST
Rain Parka	N/A		
Lifeguard Swim Shorts	M		
Lifeguard Swim Shorts	L		
Lifeguard Swim Shorts	XL		
Female Swim Suit	30		
Female Swim Suit	32		
Female Swim Suit	34		
Female Swim Suit	36		
Female Swim Suit	38		
T-shirt (Short Sleeve)	M		
T-shirt (Short Sleeve)	L		
T-shirt (Short Sleeve)	XL		
T-shirt (Long Sleeve)	M		
T-shirt (Long Sleeve)	L		
T-shirt (Long Sleeve)	XL		
Trainer Polo Shirt	M		
Trainer Polo Shirt	L		
Trainer Polo Shirt	XL		
Trainer Polo Shirt	XXL		
Sweat Pants	M		
Sweat Pants	L		
Sweat Pants	XL		
Sweat Pants	XXL		
Hooded Sweatsuit	M		
Hooded Sweatsuit	L		
Hooded Sweatsuit	XL		
Hooded Sweatsuit	XXL		
Hat - Baseball	N/A		
Hat - Wide Brim	Standard		
Hat - Wide Brim	XL		
Polarized Sunglasses	N/A		

ITEM	SIZE	ON HAND	REQUEST
EMT Shorts	S		
EMT Shorts	M		
EMT Shorts	L		
EMT Shorts	XL		
EMT Shorts	XXL		
First-Aid T-Shirts (Long Sleeve)	M		
First-Aid T-Shirts (Long Sleeve)	L		
First-Aid T-Shirts (Long Sleeve)	XL		
First-Aid T-Shirts (Long Sleeve)	XXL		
First-Aid T-Shirts (Short Sleeve)	M		
First-Aid T-Shirts (Short Sleeve)	L		
First-Aid T-Shirts (Short Sleeve)	XL		
First-Aid T-Shirts (Short Sleeve)	XXL		

_____
Area

_____
Superintendent/Head Lifeguard

_____
Date

New Jersey Division of Parks and Forestry
State Park Service

Beach Wheelchair Sign Out Sheet

NAME	ADDRESS	PHONE #	TIME OUT	TIME IN

State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Office of Occupational Health and Safety
428 E. State Street PO Box 416
Trenton, NJ 08625
Phone (609) 292-1408
Fax (609) 984-2488

Bloodbourne Pathogen Exposure Control Plan, CPR/First Aid Training

I, a lifeguard for State Park Service, received the following information concerning bloodbourne pathogens in my Lifeguard Training class:

- ☐ A copy or access links of the regulation, 29 CFR 1910.1030
- ☐ An explanation of the Lifeguard Exposure Control Plan and how to access a copy of it.
- ☐ An explanation of the epidemiology, symptoms and transmission of bloodbourne diseases.
- ☐ An explanation of activities that may expose me to blood or OPIM
- ☐ An explanation of how to protect myself from exposure.
- ☐ Information on types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment (PPE)
- ☐ An explanation of why the PPE was selected.
- ☐ Information about the hepatitis B vaccine, including it efficacy, safety method of administration, benefits of vaccination, and how it is offered free of charge.
- ☐ Information of action to take and who to contact in emergencies involving blood or OPIM.
- ☐ An explanation of procedures to follow in an exposure incident occurs, including how to report it and the medical follow-up that is available.
- ☐ Information on the post-exposure follow-up that the employee is required to provide to the employer.
- ☐ An explanation of the signs and labels and/or color coding.
- ☐ An opportunity for interactive questions and answers with the person conducting the training.

Work Location:_____ Date:_____

Lifeguard Name (Print)	Lifeguard Signature

_____ **CHECK HERE IF ADDITIONAL NAMES ARE ON THE BACK**

I, the trainer for these lifeguards, certify that the above topics were covered in the training class.

_____ _____ _____

Name (print) Signature Date

New Jersey Department of Environmental Protection
Division of Parks and Forestry
State Park Service
PO Box 420
Mail Code 501-04
Trenton, NJ 0862509420

I certify that I have read and understand the New Jersey State Park Service Lifeguard Manual for Administration and Procedures dated May 2014.

Name: _____

Signature: _____

Date: _____

SPS Area: _____