

# Memorandum

<b>To:</b>	SLNSW Branches and Clubs
<b>From:</b>	Kate Higginbotham, SLNSW Member Services Manager
<b>Date:</b>	7 October 2014
<b>Pages:</b>	23 Inclusive
<b>Subject:</b>	Beach Wheelchairs

Beach Wheelchairs have proven to be a great piece of equipment to support the inclusion of people with disability in Surf Life Saving (SLS) and other beach activities. It is for this reason there has been an increase in the number of Beach Wheelchairs being utilised by Surf Life Saving NSW (SLNSW) clubs across the State.

Clubs should be aware that Surf Life Saving Australia (SLSA) has Guidelines for the purchase, storage and maintenance of this equipment. It includes templates for a Risk Management Checklist, Hire Agreement, safety information for different brands of Beach Wheelchairs and maintenance checklists and logs. **A current version of the Guidelines have been attached for your information.** Please note that SLSA are looking at revising these Guidelines – these will be distributed and available on the Members Portal once completed.

It should be noted that current financial members of SLS are covered to use Beach Wheelchairs as long as they are owned by the club, it is on the list of approved equipment as per the SLSA Beach Access Wheelchair Guidelines and the Beach Wheelchair is used safely and correctly. Surf Life Saving NSW has developed a booking form which can be used when the hirer (and therefore the person pushing the chair) and the user are both current financial members. **Please find attached.**

There has been some concern, however, about the use of the Beach Wheelchairs owned by SLS clubs by members of the public. Given SLS's commitment to providing a safe beach environment that can be enjoyed by all, SLNSW has developed a Booking Form and Waiver which can be used by club's who own their Beach Wheelchair and want to loan it to non-members. **Please find attached.**

Please note that some clubs have responsibility for the hire of Beach Wheelchairs which are owned by Local Council or other organisations. In this situation clubs should be speaking with the owner of the equipment about the appropriate procedures for hire.

If you need any further clarification or information please feel free to contact Kate Higginbotham, SLNSW Member Services Manager, on 02 9471 8000 or [khigginbotham@surflifesaving.com.au](mailto:khigginbotham@surflifesaving.com.au).

## Surf Life Saving New South Wales

# Surf Life Saving Beach Wheelchair Booking Form (SLS Current Financial Member)



Name of SLS Club:

Date(s) Required:	
Time(s) Required:	

Name of person accepting responsibility for the hire of the Beach Wheelchair: <i>(Hirer and user must be current financial members of SLS)</i>	
Mobile Number:	

<b>Beach Wheelchair Safety Checklist</b> <b>The SLS Member who is responsible for the hire and / or use must confirm and sign that they understand the following:</b>	
<input type="checkbox"/>	Although the beach wheelchair is designed for use on beach sand, it is less maneuverable than a regular wheelchair and requires additional pushing effort. Please exercise <b>caution</b> when pushing the wheelchair across soft sand or along uneven terrain.
<input type="checkbox"/>	The user cannot operate the chair alone. It will be necessary for someone to push the chair.
<input type="checkbox"/>	Depending on the size and weight of the individual using the chair and the type of sand it is used on, it may be necessary for more than one person to assist in pushing the chair.
<input type="checkbox"/>	The chair is designed to convey individuals across beach sand. It does not float and may become unstable on soft sand. Please do NOT place an occupied chair near rough surf as the possibility of unpredictable wave action could place the chair occupant in danger.
<input type="checkbox"/>	Sharp objects can puncture the tyres on the chair. Please do NOT use the chair if a tyre becomes deflated or if the chair becomes damaged in any way.
<input type="checkbox"/>	I have inspected the chair and find it to be in proper working condition. While in my possession I will take proper measures to care for the chair and will return it in like condition.
Signature:	
Date:	

Name of the SLS Member / lifeguard responsible for the hire:	
Signature:	
Date:	

**Beach Wheelchair return checklist****The SLS member or lifeguard responsible for receiving the hire should check the following:**

<input type="checkbox"/>	The Beach Wheelchair has been returned in a timely manner, as per the booking form
<input type="checkbox"/>	The Beach Wheelchair has been returned in good working order
<input type="checkbox"/>	The wheels of the Beach Wheelchair have been hosed off with fresh water
<input type="checkbox"/>	The beach wheelchair has been appropriately stored

<b>Name of the SLS Member / lifeguard responsible for receiving the hire:</b>	
<b>Signature:</b>	
<b>Date:</b>	

# Surf Life Saving Beach Wheelchair Booking Form (Non SLS Current Financial Member)



Name of SLS Club:

Date(s) Required:	
Time(s) Required:	

Name of person accepting responsibility for the hire of the Beach Wheelchair:	
Mobile Number:	
Address:	
Licence or Identification Number: (eg. Drivers Licence, passport etc)	
<input type="checkbox"/>	Please tick to confirm that identification of the above has been cited by the SLS member / lifeguard responsible for the hire.

<input type="checkbox"/>	Please tick to confirm that the 'Waiver of Liability and Assumption of Risk for Beach Wheelchair' has been signed by person accepting responsibility for the hire.
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Name of the SLS Member / lifeguard responsible for the hire:	
Signature:	
Date:	

<b>Beach Wheelchair return checklist</b>	
The SLS member or lifeguard responsible for receiving the hire should check the following:	
<input type="checkbox"/>	The Beach Wheelchair has been returned in a timely manner, as per the booking form
<input type="checkbox"/>	The Beach Wheelchair has been returned in good working order
<input type="checkbox"/>	The wheels of the Beach Wheelchair have been hosed off with fresh water
<input type="checkbox"/>	The beach wheelchair has been appropriately stored

Name of the SLS Member / lifeguard responsible for receiving the hire:	
Signature:	
Date:	



NEW SOUTH  
WALES

## Waiver of Liability and Assumption of Risk for the use of Beach Wheelchairs

Surf Life Saving ("SLS") provides this beach wheelchair as a community service and free of charge. Please read this declaration and familiarise yourself with the safe use and care of the chair.

### Safety:

- Although the beach wheelchair is designed for use on beach sand, it is less maneuverable than a regular wheelchair and requires additional pushing effort. Please exercise **caution** when pushing the wheelchair across soft sand or along uneven terrain.
- The user cannot operate the chair alone. It will be necessary for someone to push the chair.
- Depending on the size and weight of the individual using the chair and the type of sand it is used on, it may be necessary for more than one person to assist in pushing the chair.
- The chair is designed to convey individuals across beach sand. It does not float and may become unstable on soft sand. Please do NOT place an occupied chair near rough surf as the possibility of unpredictable wave action could place the chair occupant in danger.
- Sharp objects can puncture the tyres on the chair. Please do NOT use the chair if a tyre becomes deflated or if the chair becomes damaged in any way.
- If possible please hose off the wheels after use on the beach. Please ask a lifesaver for assistance with this and to stow the chair after use.
- Please seek further advice from lifesavers regarding beach conditions and use of the chair.

### Waiver:

I have **read** the information above and **understand** that a beach wheelchair possesses characteristics that are different from a conventional wheelchair.

I have **inspected** the chair and find it to be in proper working condition. While in my possession I will take proper measures to care for the chair and will return it in like condition.

I **understand** that improper use of this chair will NOT be covered by insurance and may result in damage to property, injury and in most serious cases death or disability.

By signing this waiver I **understand** the operation of the wheelchair and assume all risks associated with its operation. I **acknowledge** that the beach poses many dangers including prevailing conditions and other forces of nature which are often unpredictable. I **acknowledge** that my use of the wheelchair is at **my own risk** and that it is my responsibility to determine the suitability of use.

I **release and forever discharge** SLS from all Claims that I may have or may have had arising from or in connection with my use of the wheelchair.

I **indemnify and hold harmless and will keep indemnified** SLS to the extent permitted by law in respect of any Claim by any person arising as a result of or in connection with my use of the wheelchair.

In this declaration:

"Surf Life Saving" means Surf Life Saving Australia ("SLSA"), Surf Life Saving NSW, the Surf Life Saving Club providing the wheel chair ("SLSC") and the Surf Life Saving Branch of which the SLSC is a member; and

"Claim" means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising.



**NEW SOUTH WALES**

**Privacy:**

I understand that the information obtained by SLS is for the purposes of record management and to monitor the use of the beach wheelchair. All information obtained will be dealt with in accordance with the SLSA Privacy Policy 6.02 which is available via the SLSA website.

**Details of hirer, or if under 18 years of age details of guardian/ carer:**

Name:	
Signature:	
Date:	

# Beach Access Wheelchairs

## Guidelines

These guidelines have been developed to assist Surf Life Saving Clubs and their members to assist members of the public and/or surf life saving members who wish to use a beach access wheelchair where the Surf Life Saving Club has taken the responsibility to either store, maintain or assist the public in the use of a beach access wheel chair whether or not the Club owns, leases or assists with the storage of the beach access wheelchair.

Australian for life. 

Version 1.3

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SLSA acknowledges the support from  
WA Lottery West and the Disability  
Services Commission of WA in the  
formation of these guidelines

# GUIDELINES

## BEACH ACCESS WHEELCHAIRS

### Things to consider

Before obtaining a beach access wheelchair (BAWC) it is important to consider:

- who will be the likely users and how often
- where will equipment be stored and available to be accessed from
- can the equipment be accessed without service provider assistance
- maintenance needs and frequencies
- risk mitigation strategies based on storage location and environment
- consider what resources are already currently available within the community, both internal and external to surf life saving

### Location

Choose a location that:

- is likely to be popular with most beach goers and where practical has regular Lifesaving Services
- have accessible parking, pathways and toilets/change rooms available
- allows the equipment to be stored nearby
- minimises the need for a person to be nearby or on-site to manage the loaning and retrieval of the equipment
- the location may be in the Surf Life Saving Club, a Branch, Council premises (Lifeguard facilities) etc.

Keep in mind that continuous rough ocean conditions and the prevalence of reef, rocks and submerged objects may be hazardous for many beach users with disabilities.

### Access options

BAWC's are currently being made available in a variety of ways and for a variety of terrains and beach conditions. It is important to consider what will work best in your situation and to ensure that potential users can readily access the equipment at times that suit their individual preferences.

### Storage requirements

This will depend on the type and numbers of BAWC that has been obtained. The storage should be easily accessible with appropriate space nearby to allow transfer to and from the BAWC.

Storage location should also minimise the opportunity for vandalism or theft of the BAWC and ancillary equipment stored within.

Services that are responsible for storage of BAWC's would need to ensure that they are covered under the relevant property policy taken out by the service and that the BAWC is recorded on their asset register..

### Risk management

As with most activities in life issues of liability need to be considered and managed. These guidelines can assist alleviate some of those concerns in conjunction with a locally developed user guide and training for the specific BAWC in use. It is important to take any action you deem necessary to ensure your beach access equipment is maintained and utilised in a safe manner.

The appendices may be useful when developing a process for the loaning, retrieving and maintenance of the equipment.

It is also recommended that the appropriate SLSA forms be utilised including:

1. The SLSA Patrol Log (or equivalent), to record when users accessed the BAWC, and,
2. The SLSA Incident Log, to record any incidents that may occur when the BAWC has been utilised.

## APPENDIX 1

### Risk Management Checklist (Generic)

The following checklist will assist in locating and providing appropriate and safe access to the beach.

If any box receives an 'X' then this would indicate further controls may need to be considered and implemented prior to commencing the beach access service.

Risk/Hazard	
<b>Pre-use</b>	
Is easy access parking provided for Disabled Parking Permit Holders?	
Are there pathways with appropriate surface and gradients to the sand or water?	
Are accessible changing rooms located at the site?	
Is there a pathway to accessible toilets/change rooms?	
Is the location free of hazardous beach conditions, i.e. steep drop offs, submerged rocks, large swell/surf, prone to rips?	
Is a patrolled swimming area located close to beach access?	
Can users be pre-advised of correct and safe use procedures by an appropriately trained member of staff or volunteer? Training of members in the use of the BAWC should be delivered by manufacturer of the BAWC in the first instance.	
Have users been advised of carer and assistance requirements?	
If staff/volunteers are involved, have they been informed and educated on the hazards of manual handling and correct equipment handling procedures? Training of members in the use of the BAWC should be delivered by manufacturer of the BAWC in the first instance.	
Is fresh water available to allow post use equipment care?	
Is beach equipment stored safely and securely?	
Have necessary insurance policies been obtained? (i.e. public liability, personal accident, equipment damage/theft)	
Has a maintenance schedule been established for beach equipment and has it been appropriately maintained since last use?	
Has responsibility for equipment maintenance been assigned and any issues encountered during last use been resolved?	
<b>Post-use</b>	
Has the user completed all relevant paperwork upon return of the BAWC?	
Has the use of the BAWC been recorded in the appropriate operational log?	
Have any incidents arising from the use of the BAWC been recorded?	
Have any problems encountered by the user during the period of use been recorded and actioned for resolution?	
Have appropriate post-operational procedures for the BAWC been completed including completion of the maintenance checklist (or similar) and appropriately stored?	

## LOAN OF BEACH ACCESS WHEELCHAIR (BAWC)

<b>DATE:</b>	<b>DATES REQUIRED:</b> from    /    /    to    /    /		
<b>TIME</b>	<b>TIMES REQUIRED</b>		
<b>NAME OF PERSON ACCEPTING BAWC:</b>			
<b>PHONE:</b>		<b>MOBILE:</b>	
<p><i>Record details of Driver's Licence here: (including current address)</i></p>			
<b>NAME &amp; ADDRESS OF ACCOMMODATION HOUSE:</b> <i>(if applicable)</i>			
<b>Conditions for loan of BAWC (tick to confirm you understand and will comply as required)</b>			<input checked="" type="checkbox"/>
I agree to use the BAWC in accordance with the written instructions provided.			
I acknowledge Surf Life Saving Australia (SLSA) makes no warranties as to the BAWC and its fitness for purpose.			
I understand the BAWC should not be taken into water to a depth greater than 15cm, and understand that if the chair is placed in water greater than that depth, the risk of personal injury to the user of the chair may increase.			
Before using I agree to check that all lynch pins and washers in the BAWC are in place.			
After each use I agree to rinse the BAWC in fresh water.			
I understand the user assumes all risk of injury due to use of the BAWC. SLSA accepts no liability to the extent permitted by law. I indemnify and will keep indemnified SLSA in respect to any claims that may be made by any person arising from use of the BAWC.			
I will return the BAWC to the location from where it was taken by the due date set out above.			
I agree to borrow the BAWC under the conditions listed above.			
<p>.....  <i>Signature of person accepting the beach access wheelchair and agreeing to the above conditions</i></p> <p>.....  <i>Signature of SLSA authorised person loaning the beach access wheelchair and distributing the above conditions &amp; written instructions</i></p> <p>Date: .....</p>			
<b>DATE RETURNED:</b> .....			
<b>SLSA AUTHORISED PERSON SIGNATURE:</b> .....		<b>HIRER'S SIGNATURE:</b> .....	

## APPENDIX 3 – Safety Information Cards

**IMPORTANT INFORMATION:** These Safety Information Cards have been developed for known brands and models of available Beach Access Wheelchairs (BAWCs) at the time of the development of this guideline. They have been developed in conjunction with the manufacturer's specifications. SLSA has not specifically tested or endorsed any of the brands and models listed. Further, SLSA recognises that other brands and models of BAWC may exist and recommends that a similar Safety Information Card and Maintenance Schedule/Procedure be produced prior to a service utilising the BAWC.

### – READ BEFORE USE – - Important Safety Information – Freewheeler

**All participants and carers are responsible for their own safety and must be aware of the following:**

- All universal beach rules must be followed at all times. These include:
  - Swim between the red and yellow flags
  - Sun safe message, "slip slop slap seek slide"
  - The beach is a public place and therefore all other patron's rights must be respected
- Care must be taken when using the BAWC over uneven or unsteady ground
- Care should be taken in hot weather as metal frame and armrests can heat up and lead to burns
- It is recommended to transfer on flat ground, for increased stability
- The BAWC is not designed to move up and down stairs whilst loaded
- If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- Follow all surf life saving instructions such as swimming in patrolled swimming area
- Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- As a Duty of Care responsibility the user and BAWC **MUST NOT** be left unattended in the water



#### **Out of the water:**

- Max safe weight loading for this product is **100kgs**
- Users **MUST NOT** attempt to use this equipment on their own. It is designed to be pushed by someone other than the person sitting in it
- The front castors rotate 360 degrees and make turning easy to manoeuvre
- To apply the park break – steady the BAWC, release the parking break/ anti-tip bar assembly manually from the nylon clip and swing down towards the rear wheels. Lifting the locking bar upwards releases the park break
- Front foot rest is adjustable for angle and height using the locking handles that are fitted on either side of the front pivot frame. This is done by turning the locking handles on either side in an anti-clockwise motion and then lock in position by moving handles in clock-wise direction. The front footrest can be taken off by removing the two spring loaded drop latch pins
- Arm rests can be raised to a position of 90degrees from the horizontal and this allows for easier transfers

#### **In the water:**

- FreeWheeler is stable with water levels at around the centre height of the wheels
- The FreeWheeler has balloon tyres which become buoyant depending on the weight being carried
- In deeper water, it will float, become unstable and require considerable effort in controlling its stability

**Be safe and enjoy the beach!**

**– READ BEFORE USE –**  
**- Important Safety Information –**  
**Beach Trekker**

**All participants and carers are responsible for their own safety and must be aware of the following:**

- All universal beach rules must be followed at all times. These include:
  - Swim between the red and yellow flags
  - Sun safe message, “slip slop slap seek slide”
  - The beach is a public place and therefore all other patron’s rights must be respected
- Care must be taken when using the BAWC over uneven or unsteady ground
- Be careful in hot weather as metal frame and armrests can become hot and may burn
- It is recommended to transfer on flat ground, for increased stability
- The BAWC is not designed to move up and down stairs whilst loaded
- If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- Follow all surf life saving instructions such as swimming in patrolled swimming area
- Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- The user and BAWC should not be left unattended in the water
- The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions



**Out of the water:**

- Max safe weight loading for this product is **120kgs**
- Both arm rests are retractable and the footrest is removable, however care should be taken when transferring onto BAWC due to the wheels being higher than the seat. Users should not attempt to transfer without assistance
- This product does not have brakes therefore transfers must be completed on a flat surface for increased stability
- This product does not have a safety belt
- This is not a self propelling option. It is designed to be used with the assistance of a carer
- The Beach Trekker navigates easily across all terrains from soft loose beach sand, to hard surfaces
- The BAWC folds and the back and foot rests are removable making it easier to transport
- Care must be taken by both user and carer during use due to the sharp nature of the metal spokes

**In the water:**

- The Beach Trekker is designed for use both in and out of the water
- Please check surf and slope conditions at any location (gradients steeper than 1:3 are not recommended)

**Be safe and enjoy the beach!**

**– READ BEFORE USE –**  
**- Important Safety Information –**  
**Hippocampe**

**All participants and carers are responsible for their own safety and must be aware of the following:**

- All universal beach rules must be followed at all times. These include:
  - Swim between the red and yellow flags
  - Sun safe message, “slip slop slap seek slide”
  - The beach is a public place and therefore all other patron’s rights must be respected
- Care must be taken when using the BAWC over uneven or unsteady ground
- Care should be taken in hot weather as metal frame and armrests can heat up and lead to burns
- It is recommended to transfer on flat ground, for increased stability
- The BAWC is not designed to move up and down stairs whilst loaded
- If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- Follow all surf life saving instructions such as swimming in patrolled swimming area
- Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- As a Duty of Care responsibility the user and BAWC should not be left unattended in the water



**Out of the water:**

- Maximum safe weight loading for the product is **130kg**
- The Harness must be worn at all times, except when entering the water
- Can be used independently or with another person
- You may be able to propel yourself by pushing the exterior rim or can be pushed or pulled by a person with competent ability
- You must not be pulled by an animal or an object (e.g. Kite, bicycle or motorbike)
- The front wheel is non directional and therefore you must be on the 2 rear wheels to turn
- If push bar is removed the BAWC can tip backwards

**In the water:**

- Front wheel is buoyant and you need to lean forward (when entering the water), otherwise the Hippocampe could tip backwards if you go too far into the water
- When Hippocampe is in the water up to seat level you can get out of the BAWC if you can swim or have a life jacket on
- The Hippocampe floats when not sat in, BUT is not a flotation device
- When getting out, the less the Hippocampe is in the water the easier it is to get out of the seat

**Be safe and enjoy the beach!**

**– READ BEFORE USE –**  
- Important Safety Information –  
**Beach Wheels (All Terrain)**

**All participants and carers are responsible for their own safety and must be aware of the following:**

- All universal beach rules must be followed at all times.  
These include:
  - Swim between the red and yellow flags
  - Sun safe message, “slip slop slap seek slide”
  - The beach is a public place and therefore all other patron’s rights must be respected
- Care must be taken when using the BAWC over uneven or unsteady ground
- Care should be taken in hot weather as metal in the frame and armrests can heat up and lead to burns
- It is recommended to transfer on flat ground, for increased stability
- The BAWC is not designed to move up and down stairs whilst loaded
- If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- Follow all surf life saving instructions such as swimming in patrolled swimming area
- Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- As a Duty of Care responsibility the user and BAWC *MUST NOT* be left unattended in the water



**Out of the water:**

- Maximum safe weight loading for this product is **110kg**
- Beach Wheels is designed to be pushed by someone other than the user. It cannot be moved by the person using it
- Do not leave BAWC unattended especially near aquatic environment or sloping ground
- Engage brakes by aligning the pins to both sides of the wheel hub wall, and releasing the cord handle behind the seat
- To disengage brakes pull cord up and place cord on the lug provided
- **DO NOT FORGET TO DISENGAGE BRAKES BEFORE BAWC USE!!!** Failure to do so could result in damage to wheel
- Retractable arm rest to aid in transfers only possible from the right hand side
- Included with the All Terrain Beach Wheelchair are three safety restraints, footrest, waist & chest restraints which are Velcro adjustable to individual requirements

**In the water:**

- BAWC is recommended NOT for water use

**Be safe and enjoy the beach!**

**– READ BEFORE USE –  
Important Safety Information –  
The Wanderer**

**All participants and carers are responsible for their own safety and must be aware of the following:**

- All universal beach rules must be followed at all times. These include:
  - Swim between the red and yellow flags
  - Sun safe message, “slip slop slap seek slide”
  - The beach is a public place and therefore all other patron’s rights must be respected
- Care must be taken when using the BAWC over uneven or unsteady ground
- Care should be taken in hot weather as metal in frame and armrests can heat up and lead to burns
- It is recommended to transfer on flat ground, for increased stability
- The BAWC is not designed to move up and down stairs whilst loaded
- If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- Follow all surf life saving instructions such as swimming in patrolled swimming area
- Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- As a Duty of Care responsibility the user and BAWC should not be left unattended in the water



**Out of the water:**

- Maximum safe weight loading for this product is **120kg**
- Wanderer is designed to be pushed by someone other than the user
- The left arm rest can be lifted to aid transfers, however care should be taken when transferring onto BAWC due to larger distance over wheel to chair. Users should not attempt to transfer without assistance
- This product does not have brakes therefore transfers must be completed on a flat surface for increased stability
- This product does not have a safety belt

**In the water:**

- The Wanderer should not be used in water deeper than 15cm

**Be safe and enjoy the beach!**

**APPENDIX 4**

**Maintenance Checklist (Generic)**

Please initial in box once maintenance steps have been completed.

Name: ..... Position: .....

Date: .....

Frame Clean	Tyres (condition/psi)	Lubrication of Wheels and Axles	Pins	Brake
<b>Faults:</b>				
<b>Actions:</b>				
<b>Responsible Person:</b>				

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Name: ..... Position: .....

Date: .....

Frame Clean	Tyres (condition/psi)	Lubrication of Wheels and Axles	Pins	Brake
<b>Faults:</b>				
<b>Actions:</b>				
<b>Responsible Person:</b>				

## Freewheeler

### Manufacturer Maintenance Procedures

#### *Daily Procedures*

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs, axles and locking handles.

#### *Fortnightly Procedures*

1. Clean the frame with the stainless steel cleaning product provided
2. Tyre pressure should be checked using the extra low pressure tyre gauge. If required, pump tyres using bike pump provided. The ideal pressure is 2.5 PSI. The range can be 2-4 PSI. DO NOT OVERINFLATE.
3. Lubricate wheels and axles using the silicone-based products.
4. Check that all R clips are present.
  - Two (2) on rear wheels
  - Two (2) on the front wheels (in front castor assembly housing).
5. Check that all pins have been secured properly (see instructions for care/use).
  - Two (2) locking handles fitted to either side of the front frame (these adjust the height of the foot rest)
  - Two (2) spring loaded drop latch pins that connect front foot rest to seat frame
  - Two (2) spring loaded latch pins which retain the axle tube into the clevis at the base of the backrest frame
  - Four (4) spring loaded latch pins which secure the backrest to the main seat frame
6. Check that the park brake works properly and latches into the release jaw clip.
7. Seating to be removed and washed with fresh water and dried before re-attaching.

#### Note:

Always check the manufacturer manuals and recommendations for specific information

## Beach Trekker

### Manufacturer Maintenance Procedures

#### *Daily Procedures*

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs, axles and locking points

#### *Fortnightly Procedures*

#### Frame

- If used in salt water it is recommended to be washed in fresh water after usage
- Spray with a silicon based lubricant such as marine CRC – especially focusing around the axle and folding pivot points

#### Tyres

- Use a high pressure air or water hose to clean the build up of sand in the wheels

#### Note:

Always check the manufacturer manuals and recommendations for specific information

### Manufacturer Maintenance Procedures

#### *Daily Procedures*

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs and axles

#### *Fortnightly Procedures*

1. Rinse thoroughly after each usage in the ocean
2. After rinsing brush the parts with screws to remove excess salt
3. Tyre inflation – Check the tyre pressure regularly
  - Rear tyres:
    - Soft sand 0.7 PSI
    - Hard surfaces 3.5 PSI
  - Front tyre 0.7 PSI

#### Note:

Always check the manufacturer manuals and recommendations for specific information

## Beachwheels (All Terrain)

### Manufacturer Maintenance Procedures

#### *Daily Procedures*

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs and axles

#### *Fortnightly Procedures*

#### Cushions

- Detach Velcro from under the seat and lift the cushion up and hose it off. Allow seat to dry before re-attaching

#### Roleez Balloon Wheels Maintenance

*Every 3<sup>rd</sup> use complete balloon wheels maintenance*

1. Remove wheel from axle by releasing stainless steel locking pin
2. Rinse wheel thoroughly with fresh water to flush away sand grit and salt residue
3. Rinse all parts including bearings and bushings
4. Lubricate moving parts with a silicone lubricant periodically (every 3 months)

#### **DO NOT USE WD40 OR GRIT ATTRACTING PETROLEUM BASED OILS**

5. Tyre pressure range – 2-4 PSI. Can use bike pump. Need gauge to measure pressure. Puncture repair kit required

#### Axles

- Regularly detach from frame and rinsed with fresh water to flush away sand grit and salt residue

#### Frame

- To prolong life of frame, regularly rinse the frame

Note:

Always check the manufacturer manuals and recommendations for specific information

### Manufacturer Maintenance Procedures

#### *Daily Procedures*

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs and axles

#### *Fortnightly Procedures*

#### Frame

- If used in salt water it is recommended to be washed in fresh water after usage

#### Tyre Pressure

- Tyre pressure may be adjusted for optimal performance on different surfaces (min – 5 PSI max m- 15 PSI)

#### Note:

Always check the manufacturer manuals and recommendations for specific information

**APPENDIX 5**

Beach Access Wheel Chair Maintenance Log

<b>Beach Access Wheel Chair Maintenance Log</b>			
<b><i>Scheduled Maintenance</i></b>	<b><i>Details of Service</i></b>	<b><i>Date Completed</i></b>	<b><i>Completed by</i></b>
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<p><b>Notes:</b> The above template is intended as a guide only. The frequency of maintenance will be determined by the frequency of use, the location of use and the manufacturer's recommendations.</p>			