

Club WHS Self-Audit Checklist

v2 May 2018



Facility: Nbblays
 Club safety officer: Luke Ryan
 Date: 29 September 2019

This checklist should be completed and submitted annually to your state/territory safety officer at the start of each season (see circulars in SLSA Members Area and updates on timing and updated self-audit form).

Criteria	Tick when done	Comments/Actions required	Time frame
Club Safety Officer			
1. Club safety officer has been appointed to coordinate the safety management activities.	<input checked="" type="checkbox"/>	Luke Ryan appointed to the role	
2. Club safety officer has successfully completed the SLSA Safer Surf Clubs online course.	<input checked="" type="checkbox"/>	Completed on 27 Sept 19	
3. Club safety officer reports to the club management committee with quarterly reports.	<input checked="" type="checkbox"/>	Reports to be prepared as required	
Safety Promotion			
4. Patrol captains and training officers have read and understood their responsibilities detailed in Chapter 1 of the SLSA Guidelines for Safer Surf Clubs.	<input checked="" type="checkbox"/>	Part of the induction on 29 Sept 2019	
5. The SLSA Guidelines for Safer Surf Clubs are located in the office for easy access by club officials and members.	<input checked="" type="checkbox"/>	Copy in cupboard in the club house	
6. Risk management and other safety training resources have been received from the state/territory centre and have been displayed as appropriate.	<input checked="" type="checkbox"/>	Posters on display	
7. Member safety brochures from SLSA Members Area Library are displayed and have been issued to all new and existing members upon registration.	<input checked="" type="checkbox"/>		
8. Inductions have been conducted for new and existing members:	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> • Reporting workplace incidents/hazards • Managing hazards • Health and safety training needs • Orientation of club hazardous areas. • Knowledge of the SLSA Safer Surf Clubs online course. 			
9. The club management committee review health and safety compliance against WHS guidelines.	<input checked="" type="checkbox"/>		
Health and Safety Inspections			
10. A club health and safety inspection has been conducted using Chapter 2 of the SLSA Guidelines for Safer Surf Clubs.	<input checked="" type="checkbox"/>	Completed on 22 Sept 2019	
11. The club inspection form has been forwarded to the surf club committee for actioning.	<input checked="" type="checkbox"/>	Sent on 26 Sept 2019	
12. The annual gear inspection has been completed using the gear inspection report.	<input checked="" type="checkbox"/>		
13. Club safety officer reports to the club management committee with quarterly reports.	<input checked="" type="checkbox"/>		

Criteria	Tick when done	Comments/Actions required	Time frame
Incident and Injury Management			
14. Club official has been nominated to coordinate the recording of incidents in the Incident Reporting Database (IRD).	<input checked="" type="checkbox"/>	Club Captain	
15. The club has formal processes to review member injuries.	<input checked="" type="checkbox"/>		
16. All outstanding incident investigations have been completed and the incident/accident forms have been forwarded to the state/territory safety officer.	<input checked="" type="checkbox"/>		
17. Return to surf duties plans for injured members have been reviewed and relevant committee members are aware of their responsibilities.	<input checked="" type="checkbox"/>		
Education and Surf Sports			
18. Surf sports officers and event coordinators have completed the SLSA Safer Surf Clubs online course Part 4 and read Chapter 4 of the SLSA Guidelines for Safer Surf Clubs.	<input checked="" type="checkbox"/>		
19. Chief training officers have been briefed on and understand the safety training requirements in Chapter 1 of the SLSA Guidelines for Safer Surf Clubs.	<input checked="" type="checkbox"/>		

Declaration by club safety officer

Name Luke Ryan Phone 0407 263 987

Email luke.tash1997@gmail.com

By signing below, I understand my role and responsibilities as a club safety officer and agree that the information I have provided is true to the best of my knowledge.

Signature [Signature] Date 29 September 2019

Branch safety officer use only (if applicable)

Name _____ Branch _____

Contact phone _____ Date received _____

Email _____

Signature _____ Date _____

State/territory safety officer use only

Name _____ State/territory centre _____

Contact phone _____ Date received _____

Email _____

Signature _____ Date _____