

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete				
	Hazards Identified		Safety/Action Plan		Who	Time frame	Done
	Hazard	Priority	Action				
Yes	No						
Health, Safety and Rehabilitation Management System Relevant SLSA & NSW policies displayed: <ul style="list-style-type: none"> Occupational Health & Safety Rehabilitation & Return to Duty 	✓						
Relevant WHS Act, Regulations, Workers Compensation are readily accessible: <ul style="list-style-type: none"> Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Workers Compensation (Bushfire, Emergency and Rescue Services) Regulation 2007. 	✓						
The following critical documentation is in order: <ul style="list-style-type: none"> Surf Club Safety Folder Incident Report Log Incident Investigation Forms Return to Surf Duties Forms Surf Club Hazard Register Chemical Register & SDS Workers Compensation Forms Workplace Health & Safety Incident Forms 	✓	✗					
Emergency Evacuation Procedures: <ul style="list-style-type: none"> In place and displayed Practiced and documented 	✓	✗					
Health and Safety Posters displayed Remarks:	✓						

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Clubhouse						Who	Time frame	Done
Electrical:								
Switch board preferable enclosed	✓							
Wiring in good condition	✓							
Battery charger in good condition	✓							
No broken plugs, sockets or switches	✓							
No frayed or damaged leads	✓							
Portable power tools in good condition	✓							
No temporary leads on floor	✓							
No strained leads	✓							
Testing and Tagging – 6 monthly & documented	✓							
Earth leakage system/circuit breakers	✓							
Systems/GPOs not overloaded	✓							
General Lighting:								
Good natural lighting	✓							
Adequate illumination	✓							
Switches located near exit door	✓							
Hallway illumination	✓							
Remarks:	Appliances need to be tagged every five (5) years if fixed, every three (3) months if portable.							

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Fire Protection:								
Emergency fire instructions displayed and available	✓							
Closest public fire brigade location is noted	✓							
Site Plan including emergency exit points, fire fighting equipment location and assemble point	✓							
Extinguisher and Fire Blankets in place clearly marked and serviced within the last 12 months	✓							
Street and fire hydrants	✓							
Smoke detectors functioning	✓							
Automatic sprinklers								
Installed fire alarm system functioning correctly	✓							
Exit doors easily opened from the inside	✓							
Illuminate Exit signs with battery backup in appropriate locations	✓							
Fire Exits clear of obstructions	✓							
Emergency egress from upper floors	N/A							
Training for Fire Emergency and evacuation drills carried out		X		Need to undertake a drill				
Remarks:								

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First Aid Room:								
Sign to indicate location	✓							
Members aware of location of First Aid room	✓							
Entry and exit walkways kept clear	✓							
Access door accommodates stretcher	✓							
First Aid room sterile environment (as far as possible)	✓							
Cabinets and contents clean and orderly	✓							
First aid cabinet and containers clearly labelled	✓							
Minimum stock/equipment that meets state and local Branch requirements	✓							
Treatment couch with blankets and pillows	✓							
Sunscreen for patrol members	✓							
Emergency numbers displayed	✓							
Injury reporting/manual handling posters	✓							
Universal precautions and PPE	✓							
Supply of soap and towels	✓							
Sharps kit and/or container	✓							
Sink with running hot/cold water and boiling water accessible	✓							
Access to ice packs in freezer	✓							
Rubbish bin	✓							
Landline telephone (or mobile phone at absolute minimum)	✓							
Remarks:	<p><i>This is a shared facility with Newcastle City Council</i></p>							

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		Safety Action Plan		Who	Time/frame	Done	
Gear Shed:							
Ergonomic storage designed to minimise lifting problems (between knee & shoulder) as far as practicable	✓						
No heavy gear (>20kg) stored above shoulder height or below knee height	✓						
Floors around storage racks clear of rubbish	✓						
Designated and signed storage areas	✓						
Storage racks fixtures in good condition	✓						
Entry and Exit walkways kept clear	✓						
Even surfaces in floor, no cracks or holes	✓						
Compressed air usage signage	✓						
Verandahs, mezzanine levels – guard rails and stair access	N/A						
Low head height obstructions	✓						
Pressure vessel inspections	N/A						
Appropriate PPE signage and provisions	✓						
Work benches:							
• Tools stored appropriately	✓						
• Clear of rubbish	✓						
• No damaged hand tools	✓						
• No damaged power tools	✓						
• Work bench height appropriate	✓						
• No sharp edges or protrusions	✓						
• Guards on relevant grinding/saw machinery	N/A						
Items suspended from ceiling:							
• Winching equipment, anchor points to be engineer designed	N/A						
• Secondary restraint system in place	N/A						

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Gear Shed (continued):								
• Low head height obstructions	✓							
IRB Shed:								
• IRB motor stands	✓							
• IRB motor trolleys	✓							
• Maintenance records of IRB motors	✓							
Housekeeping:								
• Oil and grease removed	✓							
• Clear passage ways	✓							
• No slip/trip hazards	✓							
• Pest and vermin control	✓							
• Soap and washing facilities	✓							
• No cluttered storage areas	✓							
• Drainage of accumulated water	✓							
• Clean sand traps	N/A							
• Bin located at suitable points around club and emptied regularly	✓							
Remarks:								

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Hazardous Substances Site:										
Chemical Register accessible	✓									
Chemical Register up to date		X	New chems in store							
SDS for all chemicals		X	11							
SDS less than 5 years old		X	Some out of date							
All containers clearly labelled	✓									
Approved Hazardous Substances cabinet	✓									
Do special storage conditions apply?	✓									
Flammable Gas (Oxy/acetylene/LPG/Other):										
• Signage	✓									
• Separation from ignition sources	✓									
• Well ventilated area	✓									
• Cylinders secured/labelled	✓									
• LPG Cylinder within test date	✓									
• Connection hoses/fittings in good condition	✓									
• Medical oxygen cylinders not stored with other flammable gases/liquids	✓									
Flammable liquids (Quantity < 250L or >250L)	<250									
Appropriate signage:										
• Security	N/A									
• Containment of spills	✓									
• Clean up of spills	✓									
• Labelling of flammable liquids	✓									
• Well ventilated area	✓									
• Separation from ignition sources	✓									
• Condition/type of containers	✓									
Welding/Hot Work										
Well ventilated area	N/A									

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Separation from flammable liquid/gases	N/A					
Screens	N/A					
PPE (Masks/goggles/breathing apparatus)	N/A					
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Gymnasium:						
Manager of Gym appointed	✓					
Equipment properly maintained	✓					
No slip/trip hazards	✓					
Weights stored away after use	✓					
Educational/Instruction posters	✓					
No cluttered storage of equipment	✓					
Amenities:						
Non-slip surfaces in toilets and showers	✓					
No cluttered storage or floors	✓					
Toilet/change cubicles safely constructed	✓					
No broken tiles, glass or mirrors	✓					
Hygienic and well maintained	✓					
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Office/Hall:								
Workstation adequate for tasks	✓							
Photocopier toner/fumes controlled	N/A							
Non-slip floor coverings	✓							
No cluttered storage areas or floors	✓							
Safe storage of boxes/items	✓							
Safe storage of tables/chairs	✓							
Formal process of Hire of Club hall (Hirers properly informed of liability issues)	✓							
First Aid Kit on wall in public hall areas	✓							
Kitchen/Bar:								
Meets Local Government Authority requirements and Liquor Licensing Laws	✓							
Kitchen exhaust ducting clean	✓							
Ventilation for hot food cooking/deep frying	✓							
Regular changing of cooking oils	✓							
NO cluttered storage areas or floors	✓							
Adequate access for manual handling of kegs etc.	✓							
Remarks:								

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Beach Access:								
Beach access is free of hazards and in line with Lifesaving Management Plans	✓							
Ramps and board walkways well maintained	✓							
Beach access points are well sign posted for general public and emergency services	✓							
ATV or 2WD used for transfer of equipment to and from the beach	✓							
Beach/Patrol Environment								
Tower has adequate sun and weather protection	✓							
Sun safety guidelines are adhered to	✓							
Liaison with Council Lifeguard (if relevant) is cordial and constructive	✓							
Radio reception is satisfactory	✓							
Close surrounds of club house	✓							
Clear of rubbish	✓							
Ground kept well	✓							
Remarks:								
Determine who is responsible for the beach access maintenance (LGA, NPWS, etc)								
<i>Newcastle Council responsible for beach access</i>								