

HEALTH & SAFETY CHECKLIST

You should check the health and safety aspects of your venue in a systematic way. A checklist, devised by you to suit your business, is a straightforward way to do that.

Here's a starting point - be prepared to add your own items to this list. Remember it needs to suit your business.

This checklist is completed on a monthly basis by the Operations Manager

Review conducted by

Date of Review.

No.	Potential Hazard	Assessed Yes/No/DNA	Action required - if any (e.g. removal, corrective), to be completed by what date, likely cost
Storage			
1	Materials stored in racks and bins wherever possible		
2	Storage layout designed to minimised lifting problems (preferably between knee and shoulder)		
3	Easy access for people and equipment		
4	Floors around racking or shelves clear of rubbish		
5	General condition of racks and pallets		
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Floors and walkways			
1	Oil and grease cleaned up		
2	Floors kept dry		
3	Entry and across walkways clear		
4	No electrical leads, hoses or cables across walkways		
5	Walkways clearly marked		
6	Vehicles separated from footways		
7	Unobstructed vision at intersections		
8	Free of tripping hazards		
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Stairs, platforms, balustrades, ladders			
1	Steps firm		
2	Anti-slip tread		
3	Firm handrails and balustrade (125 mm spacing)		
4	Ladder rungs and bolts firm		
5	Fallback protection on high ladders		
Lighting			
1	Adequate illumination for each task		
2	Good natural lighting		
3	Good light reflection from walls and ceilings		
4	No glare		
5	Light fittings clean and in good condition		

6	Emergency lighting operable		
7	Night lighting on pedestrian pathways		
8	Adequate lighting to car parking areas		
9	Change to areas of normally safe movement and access during night time		
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Electrical

1	No broken plugs, sockets or switches		
2	No frayed or damaged leads		
3	Portable power tools in good condition		
4	No temporary leads on floor		
5	Emergency shutdown procedures in place		
6	Circuit breakers installed		
7	Push controls clearly marked and accessible		
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Rubbish

1	Bins located at suitable points		
2	Bins emptied regularly		
3	Oily rags and combustible refuse in covered metal containers		
4	Waste from work regularly cleaned up		
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Work benches

1	Clear of rubbish		
2	Tools not in use kept in proper place		
3	No damaged hand tools		
4	No damaged power tools		
5	Work height right for each worker		
6	No sharp edges		
7	Bending, reaching, twisting minimised		
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Manual handling

1	Repetitive reaching at low levels, above shoulder or out from body minimised		
2	Lifting from ground level or above shoulder level avoided		
3	Work area and objects are designed to eliminate sideways twisting of the body, particularly of lifting or pushing		
4	Objects handled are easy to grasp, have no sharp edges and are not hot, cold, slippery, or bulky		
5	Limited frequent handling, especially if object is heavy or difficult to move or operate		

6	Enough space for free movement while doing task		
7	Floor surfaces non-slip and level		
8	Training provided about risk factors and the proper technique to do the task		
9	Mechanical handling aids provided and maintained wherever possible		
10	The job is paced to allow adequate time for safe work practices		
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Hazardous substances

1	Material Safety Data Sheets provided for all chemicals		
2	Containers clearly labelled		
3	Special storage conditions complied with		
4	Disposal of chemical waste		
5	All users trained		
6	Risk assessment and control		
7	Adequate engineering controls		
8	Adequate ventilation and extraction		
9	Fume hoods and spray booths working properly		
10	Exposure monitoring		
11	Health surveillance		
12	Safely stored and locked		
13	Protective equipment and clothing provided if appropriate		
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Vehicles

1	Operators trained		
2	Regularly maintained		
3	Operator position protected		
4	Noise levels controlled		
5	Only operated in appropriate areas		
6	Vehicle roadways and surfaces are in sound, safe condition		
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Outdoor Areas

1	Procedures in place to reduce work in sun and heat		
2	Procedures in place to deal with sharp and other stray objects		
3	Adequate shade, rest and water		
4	Adequate personal protective clothing and equipment		
5	Adequate protection from live animals		
6	Water bodies i.e. dams, pools, stock troughs, creeks etc. fenced (pools have self locking gate)		
7	Star pickets capped in pedestrian areas		
8	No dead over-hanging limbs about buildings or activity areas		
9	Rubbish disposal area available		
10	Machinery locked and secure		

11	Electric fences signed		
12	Effluent pits, wells and tanks covered		
13	Silos and haystacks inaccessible		
14	Check for vehicle blind spots		
15	Exterior walking surfaces are non-slip, even in wet weather		
16	Access to natural areas which are potentially dangerous (e.g. steep slippery bank of river) are restricted		
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Medical and biological

1	Procedures in place to deal with sharp objects		
2	Procedures in place to dispose of biological waste		
3	Procedures in place to prevent contamination from biological samples		
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First-aid

1	Kits and contents appropriate to the first-aid assessment		
2	Easy access to kits		
3	Clearly labelled		
4	Emergency numbers displayed		
5	Accident records maintained		
6	Serious accidents reported to WorkCover		
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Machinery

1	Kept clean		
2	Adequately guarded		
3	Operators trained		
4	Start/stop switches clearly marked, in easy reach of operator		
5	Provision to store waste off cuts		
6	Adequate work space around machine		
7	Noise levels controlled		
8	Fumes and exhaust controlled		
9	Lighting satisfactory		
10	No bending, stooping or twisting required		
11	Regularly maintained		
12	Adequate lockout, tag out and isolation available and used		
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Piping and pressure vessels

1	All pipes colour coded or labelled		
2	No leaks or drips		
3	No dents or obvious corrosion		
4	Properly supported		

5	Adequate insulation or protection		
6	Warning signs		
7	Check boiler room and heaters for asbestos lagging		
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Offices

1	Chairs and desks suited to the tasks and users		
2	Glare from windows and light fittings minimised		
3	Staff can change postures and tasks over the day to minimise occupational overuse syndrome		
4	Air conditioning maintained regularly		
5	Non slip floors, clear of obstructions		
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Fire

1	Extinguishers clearly marked, in place, regularly serviced		
2	Clear exits		
3	Adequate pointers for fire exits		
4	Fire alarm system working		
5	Emergency evacuation procedures, including regular drills		
6	Employees trained		
7	Smoke detectors checked at the beginning of each camp		
8	Staff aware of emergency procedures		
9	Campers aware of emergency procedures		
10	Seasonal fire safety checks carried out for entire property		
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Activity equipment

1	Secure storage of activity equipment		
2	Proper maintenance and records for activity equipment		
3	Restricted access to activities to prevent mis-use		
4	Written instructions for proper conduct of all activities		
5	Proper training provided to staff or users for activity equipment		
6	Procedures for reporting faulty activity equipment		
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Camper information

1	Proper and timely briefing of camper groups		
2	Adequate emergency information displayed		
3	Access to phone to call emergency services		
4	Clear delineation of campsite staff and user group responsibilities		

5	Site plan showing buildings, services, emergency equipment, evacuation areas		
6	Procedures for reporting faulty campsite equipment		
7	Signage indicates staff only areas		
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Ablution facilities

1	No broken plugs, sockets, lights or switches		
2	No frayed or damaged leads		
3	No temporary leads on floor		
4	Adequate lighting		
5	Facilities in good condition and working order		
6	Sanitary disposal available in female facilities		
7	Anti slip floor surfaces		
8	Thermal mixing valves fitted to hot water		
9	Adequate ventilation		
10	No tripping or slipping hazards		
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Accommodation areas

1	Smoke detectors fitted and working in each bedroom		
2	No broken plugs, sockets, lights or switches		
3	No frayed or damaged leads		
4	No temporary leads on floor		
5	Electrical power points cannot be overloaded		
6	Adequate lighting		
7	Bunks/beds solid, no loose fittings, protruding bolts etc.		
8	Mattresses clean and in good condition		
9	Safety rails fitted top bunk beds		
10	Beds away from windows		
11	Windows working		
12	Fly screens in place		
13	Fire fighting appliances in place and current		
14	Accommodation areas are adequately lit for night access		
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Food Preparation and Dining Areas

1	Supplies stored on shelves wherever possible		
2	Storage layout organised to minimise lifting problems (between knee and shoulder)		
3	Easy access for campers		
4	Floors around shelves clear of rubbish		
5	Light fittings clean and in good condition		
6	Good natural lighting		
7	Lights in working order		

8	Smoke detector fitted and in working order		
9	No broken plugs, sockets or switches		
10	No frayed or damaged leads		
11	No temporary leads on floor		
12	Fly wire covers over windows		
13	Cooking equipment & utensils clean and suitable		
14	Equipment clean and serviceable		
15	Written instructions provided for equipment		
16	Adequate hot water available		
17	Benches and cupboards clean		
18	Suitable drinking water available		
19	Food preparation and storage areas free of pests		
20	Fire fighting appliances in place and current		
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Food Storage Rooms

1	Supplies stored on shelves wherever possible		
2	Storage layout organised to minimise lifting problems (between knee and shoulder)		
3	Easy access for campers		
4	Floors around shelves clear of rubbish		
5	Lights in working order		
6	Coolroom and/or refrigerators at 4.C. or less		
7	Freezers at -18.C. or less		
8	Fly wire covers over windows		
9	Areas free of pests		
10	No broken plugs, sockets or switches		
11	No frayed or damaged leads		
12	No temporary leads on floor		
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