|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event / Facility Name | | | Venue | | Date of first inspection | Date of second inspection | | Date of third inspection |
|  | | |  | |  |  | |  |
| Infrastructure Details | | | | | | | | |
| Identify Area: | | | | Identify Area: | | | | |
| Description | Type | Total Area | Disable access | Description | Type | | Total Area | Disabled access |
|  |  |  | 🗆Yes 🗆No |  |  | |  | 🗆Yes 🗆No |
| Access/Egress (tick) | | General Assessment | | Traffic Flow (tick) | | | General Assessment | |
| 🗆Clear/Accessible 🗆Emergency  🗆Thoroughfares 🗆Other | |  | | 🗆Pedestrians Separated  🗆Safe Passage  🗆Adequate Signage 🗆Other | | |  | |
| Amenities (tick) | | General Assessment | | Signage (tick) | | | General Assessment | |
| 🗆Clean Fresh Water  🗆Catering Facilities  🗆Adequate  🗆Other | |  | | 🗆Adequate Signage  (entries, exits, toilet facilities)  🗆Hazardous areas/substances  🗆First Aid  🗆Fire Extinguishers 🗆Other | | |  | |
| Fire Prevention (tick) | | General Assessment | | Emergency Procedures (tick) | | | General Assessment | |
| 🗆Fire Extinguishers/blankets 🗆Tested/In date  🗆Ignition source clear access  🗆Other | |  | | 🗆Emergency Response Plan  🗆Onsite induction conducted  🗆Site/Evacuation Maps  🗆Other | | |  | |
| First Aid (tick) | | General Assessment | | Staff, Volunteers & Contractors (tick) | | | General Assessment | |
| 🗆First Aid Stations Suitably Located  🗆Clearly Signed/Accessible  🗆Facilities Adequate 🗆Communication Adequate | |  | | 🗆Induction conducted  🗆Details Stored on site  🗆Other | | |  | |
| Electrical (tick) | | General Assessment | | Permits, Licensing & Registration (tick) | | | General Assessment | |
| 🗆RCDs  🗆Testing & Tagging Completed  🗆Testing & Tagging Documentation  🗆Public Electrocution Protection Adequate  🗆Other | |  | | 🗆Vehicles & Motorised Craft 🗆Aquatic  🗆Hazardous Chemical Storage 🗆Scaffolding & Temporary Infrastructure  🗆Liquor License  🗆Mobile Plant Certified Operators | | |  | |
| Utilities/Site Services (tick) | | General Assessment | | Lighting (tick) | | | General Assessment | |
| 🗆Location power, water & mains identified  🗆Overhead Powerlines Identified  🗆 Site Overlay  🗆Other | |  | | 🗆Adequate Natural Lighting or Artificial  🗆Portable Lighting  🗆Emergency Lighting | | |  | |
| Staging & Platforms (tick) | | General Assessment | | Weather Conditions (tick) | | | General Assessment | |
| 🗆 All seating, fences, staging/platforms are signed off by a certified rigger/scaffolder and or engineer  🗆 Sighted national competency &  🗆 Site Overlay  🗆 Other | |  | | 🗆Use current Australian Bureau of Meteorology information to ascertain weather conditions [www.bom.gov.au](http://www.bom.gov.au)  🗆 Weather conditions monitored e.g. signage well secured for windy conditions, non-slip mats for wet conditions, and shade,  sunscreen and water provisions for heat  🗆 Wind speeds monitored and inflatable structures must cease operation when wind speed reaches 40 km per hour | | |  | |

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| Work at Heights (tick) | General Assessment | Manual Handling (tick) | General Assessment |
| 🗆Right Equipment  🗆Certified Operators  🗆 Evidence of compliance |  | 🗆 Induction conducted/Adequate training provided  🗆 Loads are delivered as close a possible  🗆 Light, small loads & physical aids are used  🗆 SMART - S size up the load M move in close A always bend your knees R raise object using your legs T turn using your feet |  |
| Inflatable Structures (tick) | General Assessment | Noise Levels (tick) | General Assessment |
| 🗆Thorough check conducted prior to use including anchoring  🗆Adequate anchors  🗆 Monitored for prevailing wind conditions |  | 🗆 Maximum noise level 90 decibels before 6pm 75 decibels after 6pm  🗆 Base levels checked  🗆 Limited public addresses prior to 9.00am daily |  |
| Vendors /Exhibitors (tick) | General Assessment | Radio Communications (tick) | General Assessment |
| 🗆Insurance Certificates sited  🗆 Structures & signage secured  🗆 Electrical equipment tagged and tested (vendor cost) |  | 🗆Adequate supply  🗆 Adequate coverage  🗆Adequate back up supply |  |

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|  | | | | | **WHS Adviser to**  **Complete** | | | | **Emergency Planning Committee to Complete** | | | | | | | |
| **Hazards Identified** | | | | **Safety Action Plan** | | | | | | | |
| **Inspection Checklist** | **Yes** | | **No** | | **Hazard** | | **Priority** | | **Action** | | **Who** | | **Timeframe** | | **Done** | |
| **POLICIES AND PROCEDURES** |  | |  | |  | |  | |  | |  | |  | |  | |
| Relevant polices displayed:  · Occupational Health & Safety  · Rehabilitation and Return to Duty |  | |  | |  | |  | |  | |  | |  | |  | |
| Relevant WHS Act, Regulations, Workers  Compensation are readily accessible: |  | |  | |  | |  | |  | |  | |  | |  | |
| The following critical documentation is in order:  · Risk Management Folder  · Incident Report Log  · Incident investigation Forms  · Return to Duties Forms  · Hazard Register  · Chemical Register & SDS  · Workers Compensation Forms  · Workplace Health & Safety Incident  Forms |  | |  | |  | |  | |  | |  | |  | |  | |
| Emergency Evacuation Procedures:  · In place and displayed  · Practiced and documented |  | |  | |  | |  | |  | |  | |  | |  | |
| Health and Safety Information displayed |  | |  | |  | |  | |  | |  | |  | |  | |
| **AQUATIC FACILITY** |  | |  | |  | |  | |  | |  | |  | |  | |
| **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 overlooked |  | |  | |  | |  | |  | |  | |  | |  | |
| **Lighting:** |  | |  | |  | |  | |  | |  | |  | |  | |
| Good natural lighting |  | |  | |  | |  | |  | |  | |  | |  | |
| Adequate illumination |  | |  | |  | |  | |  | |  | |  | |  | |
| Switches located near exit door |  | |  | |  | |  | |  | |  | |  | |  | |
| **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 |  | |  | |  | |  | |  | |  | |  | |  | |
| Extinguishers and Fire Blankets in place clearly marked and serviced within the last 12 months |  | |  | |  | |  | |  | |  | |  | |  | |
| Street and fire hydrants |  | |  | |  | |  | |  | |  | |  | |  | |
| 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 |  | |  | |  | |  | |  | |  | |  | |  | |
| Training for Fire Emergency and  evacuation drills carried out |  | |  | |  | |  | |  | |  | |  | |  | |
| **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  Event 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) | |  | |  | |  | |  | |  | |  | |  | |  |
| **Equipment Storage** |  | |  | |  | |  | |  | |  | |  | |  | |
| 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 |  | |  | |  | |  | |  | |  | |  | |  | |
| Low head height obstructions |  | |  | |  | |  | |  | |  | |  | |  | |
| Pressure vessel inspections |  | |  | |  | |  | |  | |  | |  | |  | |
| Appropriate PPE signage and provisions |  | |  | |  | |  | |  | |  | |  | |  | |
| **Work Areas:** | |  | |  | |  | |  | |  | |  | |  | |  |
| -Tools stored appropriately | |  | |  | |  | |  | |  | |  | |  | |  |
| - Clear of rubbish | |  | |  | |  | |  | |  | |  | |  | |  |
| - No damaged hand tools | |  | |  | |  | |  | |  | |  | |  | |  |
| - No damaged power tools | |  | |  | |  | |  | |  | |  | |  | |  |
| - Work area height appropriate | |  | |  | |  | |  | |  | |  | |  | |  |
| - No sharp edges or protrusions | |  | |  | |  | |  | |  | |  | |  | |  |
| - Low head height obstructions | |  | |  | |  | |  | |  | |  | |  | |  |
| **Housekeeping:** |  | |  | |  | |  | |  | |  | |  | |  | |
| Oil and grease removed |  | |  | |  | |  | |  | |  | |  | |  | |
| Clear passage ways |  | |  | |  | |  | |  | |  | |  | |  | |
| No slip/trip hazards |  | |  | |  | |  | |  | |  | |  | |  | |
| Soap and washing facilities |  | |  | |  | |  | |  | |  | |  | |  | |
| No cluttered storage areas |  | |  | |  | |  | |  | |  | |  | |  | |
| Drainage of accumulated water |  | |  | |  | |  | |  | |  | |  | |  | |
| Clean sand traps |  | |  | |  | |  | |  | |  | |  | |  | |
| Bin located at suitable points around event site and emptied regularly |  | |  | |  | |  | |  | |  | |  | |  | |
| **Hazardous Chemicals Site:** |  | |  | |  | |  | |  | |  | |  | |  | |
| Chemical register accessible |  | |  | |  | |  | |  | |  | |  | |  | |
| Chemical register up to date |  | |  | |  | |  | |  | |  | |  | |  | |
| SDS for all chemicals |  | |  | |  | |  | |  | |  | |  | |  | |
| SDS less than 5 years old |  | |  | |  | |  | |  | |  | |  | |  | |
| 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 < 250ltr > 250ltr) |  | |  | |  | |  | |  | |  | |  | |  | |
| **Appropriate signage:** |  | |  | |  | |  | |  | |  | |  | |  | |
| Security |  | |  | |  | |  | |  | |  | |  | |  | |
| Containment of spills |  | |  | |  | |  | |  | |  | |  | |  | |
| Clean-up of spills |  | |  | |  | |  | |  | |  | |  | |  | |
| Labelling of flammable liquids |  | |  | |  | |  | |  | |  | |  | |  | |
| Well-ventilated area |  | |  | |  | |  | |  | |  | |  | |  | |
| Separation from ignition sources |  | |  | |  | |  | |  | |  | |  | |  | |
| Condition/type of containers |  | |  | |  | |  | |  | |  | |  | |  | |
| **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 |  | |  | |  | |  | |  | |  | |  | |  | |
| **Administration / Office** |  | |  | |  | |  | |  | |  | |  | |  | |
| Workstation adequate for tasks |  | |  | |  | |  | |  | |  | |  | |  | |
| Photocopier toner/fumes controlled |  | |  | |  | |  | |  | |  | |  | |  | |
| Non-slip floor coverings |  | |  | |  | |  | |  | |  | |  | |  | |
| No cluttered storage areas or floors |  | |  | |  | |  | |  | |  | |  | |  | |
| Safe storage or boxes/items |  | |  | |  | |  | |  | |  | |  | |  | |
| Safe storage of tables/chairs |  | |  | |  | |  | |  | |  | |  | |  | |
| First Aid Kit |  | |  | |  | |  | |  | |  | |  | |  | |
| **Access** |  | |  | |  | |  | |  | |  | |  | |  | |
| Access is free of hazards and in  line with Lifesaving Management Plans |  | |  | |  | |  | |  | |  | |  | |  | |
| Ramps and board walkways well  maintained |  | |  | |  | |  | |  | |  | |  | |  | |
| Facility Access points are well signed  posted for general public and emergency services |  | |  | |  | |  | |  | |  | |  | |  | |