



## Club Health and Safety Inspection

|   |               |
|---|---------------|
| Club: _____                                   | Branch: _____ |
| Date of First Inspection _____                |               |
| Date of Second Inspection (if required) _____ |               |
| Date of Third Inspection (if required) _____  |               |

|   |   |            |
|---|---|------------|
| Branch/State<br>Health and<br>Safety Officer<br>_____<br>Name<br>_____<br>Signature | Club Health<br>and Safety<br>Officer<br>_____<br>Name<br>_____<br>Signature | Date _____ |
|---|---|------------|

**Original Copy to Branch**

**Duplicate Copy to Club**



## General Guidelines for Inspection

The Health and Safety Inspections for all Surf Clubs should be held in with states/ branches annual gear inspection. The Surf Club Safety Officer will conduct these Inspections. If your local State/Branch Safety Officer is assisting with the inspection, please contact your State/Branch to confirm the actual time and date for the inspection at your Surf Club.

The Surf Club Safety Officer and one other Surf Club official (for example Club President, Club Captain, or Gear Steward) are required to be in attendance for the inspection.

To assist the Inspection process, the Surf Club should consider the following:

- The results from the Gear Inspection, if any
- Surf Club Safety Folder, Incident Report Log and related critical documents should be available
- All rooms, areas and sheds on the premises must be readily accessible

### Note

- All locked cupboards or cabinets, for example fuel cabinets, must also be made accessible.
- Beach access will also be reviewed

A Health and Safety Inspection Award may be made in each State/Branch at the end of the season.

Thank you for your anticipated cooperation and work in this area.



## Definitions

|   |  |
|---|--|
| <b>Risk Management</b>                            | Risk Management is the systematic application of management policies, procedures and practices to the task of identifying, analysing, treating and monitoring risk.  |
| <b>Hazard</b>                                     | Any item of equipment or object, situation or source with the potential to cause: <ul style="list-style-type: none"><li>• Harm to a person including injury, death or disease</li><li>• Harm to property, equipment or the environment</li></ul> For example, sharp rusty tent pegs.   |
| <b>Risk</b>                                       | The probability or chance that a hazard will cause: <ul style="list-style-type: none"><li>• Harm to a person (injury, death or disease) or</li><li>• Harm to property, equipment or the environment</li></ul> For example, it is likely someone will kick his or her foot on the sharp tent peg.   |
| <b>Risk Evaluation<br/>And<br/>Prioritisation</b> | Once a hazard is identified, the probability that interaction with the hazard will cause injury or harm needs to be determined or evaluated. This is measured in terms of the likelihood of the event occurring and the most likely consequences resulting from the event. Please see the Hazard Priority Grid, which enables easy assessment of priority. |
| <b>Hazard<br/>Management</b>                      | Once the hazard has been identified, there are four ways to manage it: <ul style="list-style-type: none"><li>• Eliminate the hazard (most effective method)</li><li>• Change equipment or materials</li><li>• Change work methods</li><li>• Use personal protective equipment</li></ul>  |



## Health and Safety Inspection Grading

During the Health and Safety Inspection, all items or aspects on the Checklist will be assessed for the item's risk to injury or illness and a **PRIORITY RATING** given to the areas requiring attention. Recommended timeframes are as follows:

- 1 – High        needs to be addressed **immediately**
- 2 – Medium    needs to be addressed **within one month**
- 3 – Low        needs to be addressed **within two months**

### For Example:

| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| Hazardous Substances on Site:   |                                    |          |  |        |          |           |
| <ul style="list-style-type: none"> <li>• MSDS for all chemicals</li> <li>• Containers clearly labelled</li> </ul> | No<br>Yes                          | 1        | Get MSDS sheets  | Glen L | 30/6/03  | 28/6/03   |

## Safety Action Plan

Following the identification of the Hazard, the Surf Life Saving Club Management Committee must formulate a **Safety Action Plan**:

1. Discuss the issues requiring attention and their PRIORITY (please see next section on Hazard Priority)
2. Settle on the necessary ACTION
3. Allocate the PERSON or persons who will take the responsibility for rectifying the problems
4. Allocate a DEADLINE for completion of the action
5. Document when the action is COMPLETED



## Hazard Priority Grid

When you have identified hazards in your Surf Club, assess the severity of each hazard using the **Hazard Priority Grid** (below). The hazards should be given a priority of **1- High, 2 - Medium** or **3 - Low**, and recorded in the column labelled Priority.

|                   |   | <b>Consequences</b>  |  |  |   |
|-------------------|---|--|--|--|---|
|                   |   | Fatality/Permanent Disability/III Health<br><b>or</b><br>Property/environmental damage over \$50,000 | Serious Injury/ Long Term Disability,<br><b>or</b><br>Property/environmental damage between \$5,000 and \$50,000 | Medical Attention and several days off work/Temporary Disability<br><b>or</b><br>Property/environmental damage between \$500 and \$5,000 | First Aid<br><b>or</b><br>Property/environmental damage up to \$500 |
| <b>Likelihood</b> | <b>Very Likely</b> – Could happen regularly                 | 1  | 1  | 1  | 2   |
|                   | <b>Likely</b> – Could happen occasionally                   | 1  | 1  | 2  | 3   |
|                   | <b>Unlikely</b> – Could happen, but only rarely             | 1  | 2  | 3  | 3   |
|                   | <b>Very Unlikely</b> – Could happen but probably never will | 2  | 3  | 3  | 3   |



**Building Details (please complete a separate form for each of the club's buildings)**

Identify who owns the Surf Club Building/s and what tenancy agreement is in place (including Club Maintenance):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Age (years) \_\_\_\_\_ Number of Storeys \_\_\_\_\_ Total Floor Area \_\_\_\_\_ m<sup>2</sup>

Please describe the level of disabled access available in the building:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe all emergency access/egress points throughout the building:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Frame Type: (please circle)      Concrete      Timber      Metal      Other

General Condition: \_\_\_\_\_

Floor Type: (please circle)      Concrete      Timber      Brick      Metal      Other

General Condition: \_\_\_\_\_

Roof Type: (please circle)      Concrete      Corrugated Iron      FC/AC      Metal      Tile      Other

General Condition: \_\_\_\_\_

Wall Type: (please circle)      Concrete      Timber      Brick      Metal      Other

General Condition: \_\_\_\_\_



| Inspection Checklist   | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|--|------------------------------------|----------|--|--------|----------|-----------|
|  | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Health, Safety and Rehabilitation Management System</b>   |                                    |          |  |        |          |           |
| Relevant SLSA and State policies displayed: <ul style="list-style-type: none"> <li>Occupational Health and Safety</li> <li>Rehabilitation and Return to Duty</li> </ul>  |                                    |          |  |        |          |           |
| OHS Act 2000 / OHS Legislation 2001 and Workers Compensation Act 1987 No. 83 (Bush Fire, Emergency + Rescue Services) and other relevant legislation accessible  |                                    |          |  |        |          |           |
| Critical Documentation in order: <ul style="list-style-type: none"> <li>Surf Club Safety Folder</li> <li>SLSA Incident Report Log</li> <li>SLSA Incident Investigation Forms</li> <li>Return To Surf Duties Forms</li> <li>Surf Club Hazard Register</li> <li>Surf Club Chemical Register and MSDS's</li> <li>Workers Comp Forms</li> <li>Incident Report Forms</li> </ul> |                                    |          |  |        |          |           |
| Emergency Evacuation Procedures: <ul style="list-style-type: none"> <li>In place and displayed</li> <li>Practiced and documented</li> </ul>  |                                    |          |  |        |          |           |
| Health and Safety Posters Displayed  |                                    |          |  |        |          |           |
| <b>Comments</b>  |                                    |          |  |        |          |           |
| _____  |                                    |          |  |        |          |           |
| _____  |                                    |          |  |        |          |           |
| _____  |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Club House</b>   |                                    |          |  |        |          |           |
| <i>Electrical</i> <ul style="list-style-type: none"> <li>• Switch board preferably enclosed</li> <li>• Wiring in good condition</li> <li>• Battery charger in good condition</li> <li>• No broken plugs, sockets or switches</li> <li>• No frayed or damaged leads</li> <li>• Portable power tools in good condition</li> <li>• No temporary leads on floor</li> <li>• No strained leads</li> <li>• Testing and tagging – 6 monthly and documented</li> <li>• Earth Leakage System/Circuit Breakers</li> <li>• Systems / GPOs not overloaded</li> </ul> |                                    |          |  |        |          |           |
| <i>General Lighting</i> <ul style="list-style-type: none"> <li>• Good natural lighting</li> <li>• Adequate illumination</li> <li>• Switches located near exit door</li> <li>• Stairwell lighting</li> <li>• Hallway illumination</li> </ul>   |                                    |          |  |        |          |           |
| <p><b>NOTE:</b> Appliances need to be tagged every five (5) years if fixed and every 3 months if portable.<br/>           Electrical Service Providers should also be identified (eg. Integral, Energy Australia)</p>   |                                    |          |  |        |          |           |
| <p><b>Comments</b></p> <hr/> <hr/> <hr/>  |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Club House</b>   |                                    |          |  |        |          |           |
| <b>Fire Protection</b> <ul style="list-style-type: none"> <li>• Emergency fire instructions displayed and available</li> <li>• Closest public fire brigade location is noted</li> <li>• Site Plan including emergency exit points, fire fighting equipment location and assembly point</li> <li>• Extinguishers and Fire Blankets in place, clearly marked and serviced within the last 12 months</li> <li>• Street and Fire Hydrants</li> <li>• Smoke detectors functioning</li> <li>• Automatic Sprinklers</li> <li>• Installed Fire Alarm system functioning correctly</li> <li>• Fire Exits clear of obstructions</li> <li>• Exit doors easily opened from the inside</li> <li>• Illuminated Exit signs with battery back-up in appropriate locations</li> <li>• Emergency egress from upper floors</li> <li>• Training for Fire Emergency and evacuation drills carried out</li> </ul> |                                    |          |  |        |          |           |
| <b>Comments</b><br><hr/> <hr/> <hr/>  |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Club House</b>   |                                    |          |  |        |          |           |
| <b>Hazardous Substances on Site</b> <ul style="list-style-type: none"> <li>• Chemical Register accessible</li> <li>• Chemical Register up to date</li> <li>• MSDS for all chemicals</li> <li>• MSDS less than 5 years old</li> <li>• All containers clearly labelled</li> <li>• Approved Hazardous Substance Cabinet</li> <li>• Special Storage Containers are present (if applicable)</li> </ul>   |                                    |          |  |        |          |           |
| <b>Hazardous Substances – Flammable Gases</b><br><i>(Oxyacetylene, acetylene, LPG, Other)</i> <ul style="list-style-type: none"> <li>• Signage</li> <li>• Separation from ignition sources</li> <li>• Well ventilated Area</li> <li>• Cylinders secured / stabilised</li> <li>• LPG Cylinder within test date</li> <li>• Connection hoses / fittings in good condition</li> <li>• Medical oxygen cylinders not stored with other flammable gases/liquids</li> </ul> |                                    |          |  |        |          |           |
| <b>Comments</b>   |                                    |          |  |        |          |           |
| _____   |                                    |          |  |        |          |           |
| _____   |                                    |          |  |        |          |           |
| _____   |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Club House</b>   |                                    |          |  |        |          |           |
| <b>Hazardous Substances – Flammable Liquids ( &gt;250Litres)</b> <ul style="list-style-type: none"> <li>• Signage</li> <li>• Security</li> <li>• Containment of spills</li> <li>• Clean up of spills</li> <li>• Labelling of flammable liquids</li> <li>• Well ventilated area</li> <li>• Separation from ignition sources</li> <li>• Condition/type of containers</li> </ul> |                                    |          |  |        |          |           |
| <b>Welding/Hot Work</b> <ul style="list-style-type: none"> <li>• Well ventilated area</li> <li>• Separation from flammable liquids/gases</li> <li>• Screens</li> <li>• Personal Protective Equipment (masks/goggles/breathing apparatus)</li> </ul>   |                                    |          |  |        |          |           |
| <b>Comments</b><br><hr/> <hr/> <hr/>  |                                    |          |  |        |          |           |



| Inspection Checklist   | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|--|------------------------------------|----------|--|--------|----------|-----------|
|  | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <p><i>First Aid Room</i></p> <ul style="list-style-type: none"> <li>• Sign to indicate location</li> <li>• Members aware of location of First Aid Room</li> <li>• Entry and exit walkways kept clear</li> <li>• Access door accommodates a stretcher</li> <li>• First Aid room sterile environment (as far as possible)</li> <li>• Cabinets and contents clean and orderly</li> <li>• First Aid cabinet + containers clearly labelled</li> <li>• Minimum stock/equipment that meets SLISA, State and local Branch requirements</li> <li>• Treatment couch with blankets and pillows</li> <li>• Sunscreen for patrol members</li> <li>• Surf Club Safety Folder location</li> <li>• Emergency numbers displayed</li> <li>• Injury Reporting/Manual Handling Posters</li> <li>• Universal Precautions and PPE</li> <li>• Supply of soap and towels</li> <li>• Sharps kit and/or container</li> <li>• Sink with running hot/cold water and boiling water accessible</li> <li>• Access to ice packs in freezer</li> <li>• Rubbish bin</li> <li>• Landline telephone (or mobile phone at absolute minimum)</li> </ul> |                                    |          |  |        |          |           |
| <p><b>Comments</b></p> <hr/> <hr/> <hr/>   |                                    |          |  |        |          |           |



| Inspection Checklist   | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|--|------------------------------------|----------|--|--------|----------|-----------|
|  | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Gear Shed(s)</b> <ul style="list-style-type: none"> <li>• Ergonomic storage designed to minimise lifting problems (between knee + shoulder) as far as practicable</li> <li>• No heavy gear (&gt;20kg) stored above shoulder height or below knee height</li> <li>• Floors around storage racks clear of rubbish</li> <li>• Designated and signed storage areas</li> <li>• Storage rack fixtures in good condition</li> <li>• Entry and exit walkways kept clear</li> <li>• Even surfaces in floor, no cracks or holes</li> <li>• Compressed air usage signage</li> <li>• Verandahs, mezzanine levels – guard rails and stair access</li> <li>• Low head height obstructions</li> <li>• Pressure vessel inspections</li> <li>• Appropriate PPE signage and provisions</li> </ul> |                                    |          |  |        |          |           |
| <b>Gear Shed(s) – Work Benches</b> <ul style="list-style-type: none"> <li>• Clear of rubbish</li> <li>• Tools stored appropriately</li> <li>• No damaged hand tools</li> <li>• No damaged power tools</li> <li>• Work bench height appropriate</li> <li>• No sharp edges or protrusions</li> <li>• Guards on relevant grinding/saw machinery</li> </ul>  |                                    |          |  |        |          |           |
| •  |                                    |          |  |        |          |           |
| <b>Comments</b><br><hr/> <hr/> <hr/>   |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <i>Gear Shed(s) – Items Suspended from ceilings</i> <ul style="list-style-type: none"> <li>Winching equipment, anchor points to be engineer designed</li> <li>Secondary restraint system in place</li> <li>Low head height obstructions</li> </ul>  |                                    |          |  |        |          |           |
| <i>Gear Shed(s) – IRB Shed</i> <ul style="list-style-type: none"> <li>IRB motor stands</li> <li>IRB motor trolleys</li> <li>Maintenance records of IRB motors</li> </ul>  |                                    |          |  |        |          |           |
| <i>Housekeeping</i> <ul style="list-style-type: none"> <li>Oil and grease removed</li> <li>Clear passageways</li> <li>No slip/trip hazards</li> <li>Pest and vermin control</li> <li>Soap and washing facilities</li> <li>No cluttered storage areas</li> <li>Drainage of accumulated water</li> <li>Clean sand traps</li> <li>Bins located at suitable points around Club and emptied regularly</li> </ul> |                                    |          |  |        |          |           |
| <b>Comments</b><br><hr/> <hr/> <hr/>  |                                    |          |  |        |          |           |



| Inspection Checklist   | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|--|------------------------------------|----------|--|--------|----------|-----------|
|  | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Gymnasium</b> <ul style="list-style-type: none"> <li>• Manager of Gym appointed</li> <li>• Equipment properly maintained</li> <li>• No slip/trip hazards</li> <li>• Weights stored away after use</li> <li>• Educational/Instructional posters</li> <li>• No cluttered storage of equipment</li> </ul>  |                                    |          |  |        |          |           |
| <b>Amenities</b> <ul style="list-style-type: none"> <li>• Non-slip floor surface in toilets, showers</li> <li>• No cluttered storage or floors</li> <li>• Toilet/change cubicles safely constructed</li> <li>• No broken tiles, glass or mirrors</li> <li>• Hygienic and well maintained</li> </ul>  |                                    |          |  |        |          |           |
| <b>Office/Hall</b> <ul style="list-style-type: none"> <li>• Workstation adequate for tasks</li> <li>• Photocopier toner / fumes controlled</li> <li>• Non-slip floor coverings</li> <li>• No cluttered storage areas or floors</li> <li>• Safe storage of boxes/items</li> <li>• Safe/sturdy filing system</li> <li>• Safe storage of tables and chairs</li> <li>• Formal process of Hire of Club hall (Hirers properly informed of liability issues)</li> <li>• First Aid Kit B on wall in public hall areas</li> </ul> |                                    |          |  |        |          |           |
| <b>Comments</b><br><hr/> <hr/> <hr/>   |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Kitchen/Bar</b> <ul style="list-style-type: none"> <li>• Meets Local Government Authority requirements and Liquor Licensing Laws</li> <li>• Kitchen exhaust ducting clean</li> <li>• Ventilation for hot food cooking/deep frying</li> <li>• Regular changing of cooking oils</li> <li>• No cluttered storage areas or floors</li> <li>• Adequate access for manual handling of kegs, etc</li> </ul> |                                    |          |  |        |          |           |
| <b>Comments</b><br><hr/> <hr/> <hr/>  |                                    |          |  |        |          |           |



| Inspection Checklist  | Health and Safety Officer's Report |          | Safety Action Plan<br>(to be completed by club management) |        |          |           |
|---|------------------------------------|----------|--|--------|----------|-----------|
|   | Yes/No                             | Priority | Action   | By Who | Deadline | Completed |
| <b>Beach Access</b> <ul style="list-style-type: none"> <li>• Beach access is free of hazards and in line with Lifesaving Management Plans</li> <li>• Ramps and board walkways well maintained</li> <li>• Beach access points are well sign posted for general public and emergency services</li> <li>• ATV or 4WD used for transfer of equipment to and from beach</li> </ul> |                                    |          |  |        |          |           |
| <b>Beach / Patrol Environment</b> <ul style="list-style-type: none"> <li>• Tower has adequate sun and weather protection</li> <li>• Sun safety guidelines are adhered</li> <li>• Liaison with Council lifeguard (if relevant) is cordial and constructive</li> <li>• Radio reception is satisfactory</li> </ul>   |                                    |          |  |        |          |           |
| <b>Close surrounds of club house</b> <ul style="list-style-type: none"> <li>• Clear of rubbish</li> <li>• Grounds well kept</li> </ul>  |                                    |          |  |        |          |           |
| <b>NOTE:</b> You must determine who is responsible for beach access maintenance (LGA, NPWS, etc)  |                                    |          |  |        |          |           |
| <b>Comments</b>   |                                    |          |  |        |          |           |
| _____   |                                    |          |  |        |          |           |
| _____   |                                    |          |  |        |          |           |
| _____   |                                    |          |  |        |          |           |