Club Audit Checklist

This checklist has been developed to assist club safety officers in addressing their hazard identification and reporting within their surf lifesaving clubs.

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Club Officers are encouraged to make recommendations to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed. Please amend as necessary. (N/A if not relevant)

Location:	
Person/s completing checklist:	**Date:**
Fire safety and emergency response	**Action if required (✓ if no action)**
Safety rules, emergency information and evacuation routes are prominently displayed.	
The alarm can be heard in this area (where applicable).	
Doorways, walkways and evacuation exits are kept clear and at least 600mm wide.	
Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type.	
Emergency lighting is available if necessary.	
An approved first aid kit is readily available and stocked appropriately.	
Staff are inducted on local workplace and personal security protocols (if necessary)	

Buildings	Action if required (✓ if no action)
The workspace is clean and tidy.	
Inspect for signs of wear or damage, (cracks, leaks)	
There is sufficient space for each person to perform their work safely.	
Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted.	
Walls, ceilings and roofs safe and in good condition.	
Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed.	
Doors, windows, locks and latches are in good condition and working order.	
There is adequate ventilation.	
There is adequate lighting to work safely.	
Toilet facilities clean and in good condition.	
Items are available to maintain appropriate levels of hygiene.	
Furniture, fixtures and fittings	**Action if required (✓ if no action)**
Furniture is safe and in good condition.	
Light fittings/fixtures and ceiling fans are in good condition and working order.	
Hallways/towers are clear of obstructions.	

Storage	Action if required (✓ if no action)
Required resources and equipment are stored safely and inspected regularly.	
Free standing shelves/cupboards/filing cabinets are secured to ensure stability.	
Hazardous chemicals	**Action if required (✓ if no action)**
Current (within five years) safety data sheets are readily available for hazardous chemicals. (SDS Sheets are available from, SLSQ)	
Hazardous chemicals are stored and labelled appropriately.	
Electrical	**Action if required (✓ if no action)**
Electrical equipment is in good condition, visually inspected before use and tested as required by the department's electrical testing procedure.	
Power boards, air pumps, power cords and power outlets are at least 200 mm above any source of water.	
All new power boards purchased will have an overload switch.	
All areas have Residual Current Device (RCD) protection.	
Electrical cables/cords are kept clear of walkways etc.	
Plant and Equipment	**Action if required (✓ if no action)**
Manuals are available for operating equipment and machinery.	
A maintenance register (electronic or hard copy) in place for all equipment and machinery that requires regular maintenance and servicing.	

Moving parts of all machinery and equipment is in accordance with the regulations and manufacturer instructions.	
All plant/equipment are in good working order and serviceable.	
No machinery and equipment is hazardous due to noise, fumes or other factors.	
Schedule regular inspections and maintenance of all equipment and facilities.	
Maintain logs of inspections for accountability.	
General	**Action if required (✓ if no action)**
Other hazards such as sharps, glare, noise, fumes or vermin have been identified.	
Hand washing facilities are available.	
All equipment for patrols (flags, boards, rescue tubes, notice boards etc) are in good working order	
Emergency Procedures	
Incident reporting: Establish a clear incident and hazard reporting procedure and ensure all members are familiar with it.	
Emergency Contacts: Keep an updated list of emergency contacts (local authorities, medical services, EAP) accessible to all members.	
Other Issues	**Action if required (✓ if no action)**