

# Guidelines for Safer Surf Clubs

Risk Assessment and Management



Published by:

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**Guidelines for Safer Surf Clubs – Version 2 (2008/09)**

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# Guidelines for Safer Surf Clubs

## Volume 2: Risk Assessment and Management

### In this manual:

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Introduction . . . . .	2
Club Health and Safety Inspections . . . . .	3
How to conduct a Health and Safety Inspection . . . . .	4
Risk Assessment and Management Process . . . . .	5
The Risk Assessment Process . . . . .	6
Stage 1 – Identify the Hazard . . . . .	6
Stage 2 – Assess the Risk . . . . .	7
Stage 3 – Control the Risk . . . . .	9
Stage 4 – Monitor and Review . . . . .	10
Stage 5 – Documenting the process . . . . .	10
Appendices . . . . .	12

*Safety First!*



# Introduction

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## Welcome to Volume 2 of the SLSA Health and Safety Guides

The four guides in this series are designed to provide you with the tools you need to manage your club or service safely.

The four guides include:

- **Volume 1 – Overview of Health and Safety**
- **Volume 2 – Risk Assessment and Management**
- **Volume 3 – Safe Surf Club Practices and supplementary information**
- **Volume 4 – Event Sanctioning and Management**

This guide will direct you in conducting a risk assessment. The guide involves an assessment of the current health and safety position of the club, correction of any hazards, and the development and documentation of safe work methods.

This guide details processes involved in managing and assessing risks in your club. This risk management process should be used to control a variety of risks and is detailed in the following inspections and reporting procedures.

The assessment process should also be followed to control risks involved in manual handling, infection control and the control of hazardous substances which is detailed in Volume 3 of this series.

Risk assessment is the basic 'toolkit' by which safety officers can evaluate the extent of a given risk and therefore identify suitable risk control measures.

Risk assessment is not an end in itself. We do not assess risk simply to comply with the law. It is the method by which we can understand the nature and extent of the safety problems that are present, so suitable risk control measures can be implemented.

## Club Health and Safety Inspections

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In addition to the day-to-day hazard identification, Club Safety Officers must perform a full Club Health and Safety Inspection. Reasons for inspections could include:

- Routine inspection of the workplace to identify hazards
- Specific inspections for particular work areas or procedures
- Investigations of accidents/incidents
- Investigations of complaints
- Follow up inspections after changes to plant, work activities or procedures.

Safety issues can often be identified and solved during the inspection process and can prevent an accident or incident occurring. This inspection should occur annually, approximately at the time of the Annual Gear Inspection, using the **Club Health and Safety Inspection Form** located in this guide and online via the SLSA website. Various individuals may perform the inspection including the Branch Safety Officer, Club Safety Officer and one other club official (for example Club President, Club Captain or Gear Steward).

# How to conduct a Health and Safety Inspection

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## 1. Plan

- a. Collect information such as results from Gear Inspection, Incident Report Logs (Surfguard report on club injuries)
- b. Notify the Club Committee of intention to conduct an inspection
- c. If you are conducting an external inspection using an independent assessor or your Branch Safety Officer, contact them to organise a time and date for the Health and Safety Inspection at your club
- d. If necessary, contact relevant technical experts. For example, electricians to organise checking and tagging of electrical equipment where appropriate

## 2. Conduct the Inspection

- a. All rooms, areas and sheds on the premises must be readily accessible
- b. All locked cupboards or cabinets, for example fuel cabinets, must also be made accessible
- c. Beach access will also be reviewed
- d. The assessment should normally take an hour to perform, depending on the size of your club
- e. The Branch Safety Officer/ Club Safety Officer should provide a copy of the inspection results to the Club Management immediately so that high priority hazards may be addressed ASAP

## 3. Following the inspection

- a. As the Club Safety Officer, in consultation with the Club Management, you should prioritise any hazards requiring attention using the Risk Assessment Matrix (found on page 8 )
- b. Club Management then has a responsibility to organise the appropriate action and/or maintenance whilst liaising with the relevant stakeholders (e.g. Local Government Authority)
- c. Once the appropriate remedial action has been performed and the safety problems addressed, evidence of the Action must be recorded and kept in the club
- d. A follow-up by the club and/or Branch Safety Officer should occur 1 month after the inspection

## 4. Writing the report

- a. A formal report should be completed no later than 30 days.

In addition to this annual health and safety assessment, regular club health and safety inspections should occur quarterly. This inspection could occur just before a Club Management Committee Meeting. The procedure would be as per the annual inspection (above) and conducted by the Club Safety Officer. The Club Health & Safety Inspection Form should be used. If the club requires support in solving difficult problems, the Branch and State Safety Officers are available to assist and act as advocates where necessary.

It is also important to note that some clubs have designated areas which are maintained by their local Council. In certain circumstances the Council will perform their own Health and Safety Inspection on the relevant areas.

## Risk Assessment and Management Process

*Risk Management is the term given to the systematic identification of hazards, the assessment of risks posed by the hazards and the control of those risks, either by eliminating the hazard entirely or by minimising the risk. It should be seen as a proactive, day to day process to prevent injuries from happening before they can do harm.*

In order to understand risk management, it is necessary to understand the relation between risks and hazards.

**Risks** are the potential outcomes of hazards and the possibility of injury, illness and/or damage.

**Hazards** are anything with the potential to harm life, health or property. An example of how hazards relate to risks is described in the following table.

Hazard		Risk
Lifting and carrying of an IRB motor	▶	Members may develop back strain, neck or shoulder injuries
Members spending extended time patrolling beach	▶	Members suffering sunburn and dehydration
IRB training on a crowded beach	▶	Members of the public and club becoming injured while training
Electricity on power cable of a portable fan (cable insulation is cracked)	▶	Member may be electrocuted
Infected blood in syringe on beach	▶	Needlestick injury may result in infection of Surf Lifesaver or member of public.

*Both hazards and risks need to be identified if they are to be eliminated or controlled.*

### The Risk Management Process

Before we can implement the risk assessment process, it is important to take into account the following steps:

#### Communication and Consultation

- Communication and consultation with members, club management and team leaders on each of the following steps is essential to find the safest way of undertaking the club's activities
- This step not only gives members a say on matters that affect their own lives, but often these are the people who are in the best position to understand the risks posed by their own work practices

#### Establishing the Context

- A risk management plan needs to be developed to identify the purpose, principles, scope, people involved, their roles and the implementation schedule.
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## The Risk Assessment Process

The SLISA Risk Assessment process requires you to conduct a number of steps. These include:

- Stage 1 – Identify the Hazard
- Stage 2 – Assess the Risk
- Stage 3 – Control the Risk
- Stage 4 – Monitor and Review
- Stage 5 – Documenting the Process

The following section of this guide provides a step by step process of the five stages above.

### Health and Safety Inspection Form

*(Example of a hazard which has been prioritised and the safety action plan required)*

Inspection Checklist			Club Safety Officer to Complete		Club Management Committee to Complete			
	Yes	No	Hazard	Priority	Safety Action Plan			
					Action	Who	Timeframe	Done
Electrical								
Wiring in good condition		N	Rust on circuits	M	Club Electrician	Smith	3 Weeks	
Battery charger in good condition	Y							
No broken plugs, sockets or switches		N	Stage Socket Broken	H	Disconnect now Club Electrician	Smith	Now	2/9/08



<b>1. Identify the Hazard</b>	<b>2. Assess the Risk</b>	<b>3. Control the Risk</b>	<b>4. Monitor and Review</b>
<b>5. Document the process</b>			

### Stage 1 – Identify the Hazard

Identifying the hazards in the surf lifesaving operational environment is the starting point for the hazard management process. Hazard identification should involve everyone at the club. Hazard identification can include methods such as:

- Visual detection by Club Officials and members and recording hazards on the club hazard register (see back of this guide)
- Using injury/accident statistics
- Formal club health and safety inspections
- Formal job or task safety analysis for specific surf lifesaving operations – for example, use of the IRB
- Consultation with club members – minutes from consultative meetings and feedback from members

When identifying hazards you are looking for inadequate controls as well as no controls at all. Inadequate training, procedures, supervision or information to deal with the hazard can also contribute to the danger.

Club Officials and members need to register any hazards that occur or become apparent during the course of normal club operations on the hazard register.

This Hazard Register allows for the hazard to be prioritised using the Hazard Priority Grid and for a Safety Action Plan to be implemented by the Surf Club Management Committee to address the hazards.



## Stage 2 – Assess the Risk

Once the hazards in the club have been identified, the next step is to assess the risk they pose to people.

This is done by:

- Estimating the probability or likelihood of an accident occurring
- Estimating or calculating the severity of the potential consequences, and
- Based on these two factors, assigning priority to the risks for risk control

**Risk = severity of consequences x likelihood of occurrence**

### How to estimate the likelihood

1. Review information gathered during the hazard identification stage such as material safety data sheets, equipment instruction booklets, incident investigation reports and first aid records
2. Factors that influence likelihood include:
  - The number of times the situation occurs
  - The number of people exposed to the hazard
  - Duration of exposure
  - Competence of people involved
  - Condition of equipment
  - Environment e.g. size of swell/surf
3. Rate the likelihood using the categories 1 to 5

#### Likelihood Table

Category	Probability	Description
5	Almost certain, common	Is expected to occur in most circumstances
4	Likely, has happened	Will probably occur in most circumstances
3	Possible, could happen	Might occur at some time
2	Unlikely, not likely	Could occur at some time
1	Rare; Practically impossible	May occur only in exceptional circumstances.

### How to rate the severity of the potential consequences

When considering the severity of the potential injury it is important to use common sense and to be realistic.

1. Factors that influence severity include:
  - Number of people who may be affected in one incident
  - Heights and distances
  - Weights
  - Speeds of moving parts
  - Special characteristics of people such as lack of experience or medical conditions
2. Rate the severity using the scale 1 to 5

#### Consequence Table

Category	Consequence (harm)	Personal Injury Description
5	Catastrophic;	Fatalities.
4	Major;	Serious injury such as permanent disability.
3	Moderate;	Medical treatment or lost time injury.
2	Minor;	Minor injury, such as first aid.
1	Insignificant;	No injury.

## How to prioritise the risk

Once the likelihood and severity have been rated, it is possible to prioritise the risk. **The Risk Assessment Matrix below** allows you to do this. Once the priority has been calculated the timeframe must be adhered to as an absolute minimum and the calculation recorded on the **Safety Action Plan** section of the Inspection form.

This stage of the risk assessment provides the basis for ranking or prioritising risks in order of importance from Extreme to Low risk. When the risk ratings for all the risks in the workplace have been compared, the resulting ranking will be a guide to the order in which these risks should be addressed. When more than one risk has the same ranking and not all can be dealt with at once, the risks may need to be reassessed to determine which is the most important to deal with first.

## Risk Assessment Matrix

Likelihood	Consequence					Consequence Definitions			
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	Level	OSH	Environment	Quality
<b>5 – Almost Certain</b>	H (11)	H (16)	E (20)	E (23)	E (25)	1	Untreated or no injury/ illness	No/low impact to small area. Clean-up/ liability negligible.	Isolated complaint/ incident. No impact on reputation, event, client relationships and staffing.
<b>4 – Likely</b>	M (7)	H (12)	H (17)	E (21)	E (24)				
<b>3 – Possible</b>	L (4)	M (8)	H (13)	H (18)	E (22)				
<b>2 – Unlikely</b>	L (2)	L (5)	M (9)	H (14)	H (19)	2	Minor injury	Low impact, contained to operations. Clean-up/ liability <\$100. Rapid site clean up.	Small number sporadic complaints/ incidents. Minimal impact on reputation, event, client relationships and staffing.
<b>1 – Rare</b>	L (1)	L (3)	M (6)	M (10)	H (15)				
<b>Likelihood Definitions</b>									
<b>Almost Certain</b>	Commonly occurring/ all circumstances/ daily occurrence					3	Moderate/ loss time injury/ illness	Moderate impacts, contained. Site clean-up <\$1,000	Moderate number of repeated complaints/ incidents. Actual loss of staff or client. Reputation damaged in local sector or with 1 or 2 clients. Even jeopardised.
<b>Likely</b>	Expected or has occurred/ most circumstances/ weekly to monthly event								
<b>Possible</b>	Could occur/ some circumstances/ once per event								
<b>Unlikely</b>	Could occur but not likely/ has happened within event/ 10 years or so					4	Multiple loss time or permanent disability	Major impacts. Clean up liability <\$5,000. Considerable clean-up effort, supported by external resources.	Serious rate of repeated complaints/ incidents. Increasing rate of lost clients/ staff. Reputation damage local sector. Event postponed.
<b>Rare</b>	Almost impossible/ very exceptional circumstances/ rare in industry								
<b>Risk Significance</b>									
<b>Extreme</b>	20-25: Immediate management review required - control immediately					5	Fatality or multiple permanent disability	Severe impact on regional scale. Long recovery period Clean-up/ liability >\$5,000. External resources necessary for clean-up.	National reputation damage event cancelled. Loss of substantial percentage of clients/ staff.
<b>High</b>	11-19: Management review required – controls to be set ASAP								
<b>Moderate</b>	6-10: Review by line management – plan improvement when possible								
<b>Low</b>	1-5: Review and control as part of on-going operations and systems								

### Stage 3 – Control the Risk

Once the risk has been identified, there are recommended steps to control it.

**Elimination** is the preferred option; however this will not always be practical. If this is the case then the other methods of reducing risk need to be explored, beginning with **Substitution** and following on down the hierarchy. **Personal Protective Equipment (PPE)** is the last resort and is, by itself, the least effective method. There will be situations where a combination of control measures will need to be used to control hazards.

1. Elimination	Good housekeeping practices can eliminate hazards. For example, are rescue boards left on the concrete in the Gear Shed and not put away on storage racks after use? Remove hazard-dispose of spoiled fuel etc.
▼ If this is not practicable, then ▼	
2. Substitution	Replace a manual process with an automatic process. For example, consider replacing the lifting and carrying of an IRB motor with rolling it on a motor trolley/replacing resuscitation masks with disposable resuscitation masks.
▼ If this is not practicable, then ▼	
3. Isolation	Separate people from hazard. Install guards on machines where there is risk of a person being trapped in a machine. For example, prop guards on the IRB motor.
▼ If this is not practicable, then ▼	
4. Engineering	Redesign the task. For example, redesigning the surfboat bow box to have foam padding installed or redesigning the foot chocks for different sized feet.
▼ If this is not practicable, then ▼	
5. Administration	Implementing policies, procedures and training for people to follow when working with a hazard. For example, education on infectious diseases and sun safety/IRB training in progress sign on beach.
▼ If this is not practicable, then ▼	
6. Personal Protective Equipment (PPE)	Provide people with protective equipment when working with a hazard and provide training in the use of these. For example, long sleeved uniforms and wide brim hats for sun protection.



## Stage 4 – Monitor and Review

This step of risk management involves monitoring the controls at the club to check if:

1. The implementation of the controls took place
2. The controls were effective
  - Has the control measure been successful in elimination or reducing the risks associated with the hazard?
  - Has the control measures created a new hazard?
3. Follow up action is required
  - Is there a need for information, instruction and training for people at the time of implementing the control measures?
  - Are there other controls which also need to be considered (e.g. engineering)

If the hazard has not been effectively controlled then alternative control measures will need to be implemented.

Regular checking and ongoing monitoring is essential to guarantee continuous improvement. This can be part of a regular inspection (i.e. the Club Health and Safety Inspection), or by using injury/accident statistics to ensure that no new hazards have been introduced.

## Stage 5 – Documenting the Process

The risk control process should be fully documented and these records retained to assist with future risk assessments and verification of the control's effectiveness. Other details that could be included:

- Periodic issues (such as peak periods that impact on the use of the control)
- Additional training or supervision needs
- Difficulties in working with the control (such as awkwardness or operator discomfort)
- Other issues of concern

The document used to record and manage risks in the club is the **Club Hazard Register**. This hazard register allows for the hazard to be prioritised using the **Hazard Priority Grid** and for a **Safety Action Plan** to be implemented by the club management committee to address the hazard or hazards.

A copy of the register and inspection form is located in this guide and online via the SLSA website.

## Some Helpful Definitions

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### Accidents and Incidents

An accident is an unexpected event which results in an injury or damage to property, or creates the possibility of injury or damage.

Incidents (near misses) should be taken into account in any accident prevention program as these events give warning that there is something in the work process that needs to be investigated and possibly change before a serious accident occurs.

### Hazard

A hazard is formally defined as “a source of potential harm or situation with a potential to cause loss”. Namely, any item of equipment or process, situation or source with the potential to cause:

- Harm to a person including injury, death or disease
- Harm to property, equipment or the environment

For example, sharp rusty tent pegs.

### Hazard Identification

The process of identifying potential causes of injury or illness; sometimes referred to as ‘risk identification

### Hazardous Substance

A material classified as hazardous under hazardous substances legislation or other OHS legislation

### Hierarchy of Control

The descending order of effectiveness of different types of control measures, for example, elimination, substitution, isolation, engineering control, administrative control and personal protective equipment.

### Material Safety Data Sheet (MSDS)

A summary of relevant properties of a hazardous substance that includes information on safety, health, storage, handling and emergency information.

### Personal Protective Equipment (PPE)

Equipment worn by workers to reduce risk from OHS hazards

### Risk

Risk is defined as the “chance that a hazard will cause loss”. Namely:

- Harm to a person including injury, death or disease and/or
- Harm to property, equipment or the environment

For example, it is likely someone will kick his or her foot on the sharp tent peg

### Risk Assessment

The process of analysing the potential risk of injury or illness from exposure to hazards.

### Risk Control

Controlling the risk of exposure to hazards; see hierarchy of control

### Risk Management

The process of recognising situations that have the potential to cause harm to people or property, and the act of doing something to prevent the hazardous situation occurring or the person being harmed.

# Guidelines for Safer Surf Clubs

## Volume 2: Risk Assessment and Management

**Appendices:**

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Appendix 1: Club Hazard Register . . . . . 13  
Appendix 2: Health and Safety Inspection Form . . . . . 14  
Appendix 3: Inspection Checklist . . . . . 15  
Appendix 4: Your notes . . . . . 27

*Safety First!*



## Appendix 1: Club Hazard Register

Date	Hazard Identified	Reported By:	Club Official To Complete (Club Captain, Patrol Captain, Gear Steward, IRB Captain, Surfboat Captain, First Aid Officer, Health and Safety Officer or equivalent)					
			Priority	Action	Who	Timeframe	Done	

## Appendix 2: Health and Safety Inspection Form

Club Name	Branch	Date of first inspection	Date of second inspection	Date of third inspection
<b>Building Details</b> (Complete one for each separate Surf Club Building)				
Identify Building:				
Age in years	Story/s	Total Floor Area	Disabled access <input type="checkbox"/> Yes <input type="checkbox"/> No	Age in years
Story/s	Disabled access <input type="checkbox"/> Yes <input type="checkbox"/> No	General Condition	General Condition	Total Floor Area
Frame (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Other	Frame (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Other	General Condition	General Condition	General Condition
Floors (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Other	Floors (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Other	General Condition	General Condition	General Condition
Roof (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> FC/AC <input type="checkbox"/> Tile	Roof (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> FC/AC <input type="checkbox"/> Tile	General Condition	General Condition	General Condition
Walls (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Other	Walls (tick) <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Other	General Condition	General Condition	General Condition



## Appendix 3: Inspection Checklist

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete					
	Hazards Identified		Safety Action Plan					
	Yes	No	Hazard	Priority	Action	Who	Timeframe	Done
<b>Health, Safety and Rehabilitation Management System</b> Relevant SLSA & State polices displayed: • Occupational Health & Safety • Rehabilitation and Return to Duty  Relevant OHS Act, Regulations, Workers Compensation are readily accessible: • Workplace Health and Safety Act 1995 • Workplace Health and Safety Regulations 1997 • Workers Compensation and Rehabilitation Act 2003 • Workers Compensation and Rehabilitation Regulation 2003								
The following critical documentation is in order: • Surf Club Safety Folder • Incident Report Log • Incident Investigation Forms • Return to Surf Duties Forms • Surf Club Hazard Register • Chemical Register & MSDS • Workers Compensation Forms • Workplace Health & Safety Incident Forms  Emergency Evacuation Procedures: • In place and displayed • Practiced and documented  Health and Safety posters displayed								
<b>Remarks:</b>								

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Action	Who	Timeframe	Done
	Hazard	Priority				
<b>Clubhouse</b>	Yes	No				
<b>Electrical:</b>						
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						
<b>General Lighting:</b>						
Good natural lighting						
Adequate illumination						
Switches located near exit door						
Hallway illumination						
<b>Remarks:</b>	Applicances need to be tagged every five (5) years if fixed, every three (3) months if portable.					

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete					
	Hazards Identified		Safety Action Plan					
	Yes	No	Hazard	Priority	Action	Who	Timeframe	Done
<b>Fire Protection:</b>								
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								
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								
Training for Fire E mergency and evacuation drills carried out								
<b>Remarks:</b>								



Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Action	Who	Timeframe	Done
	Hazard	Priority				
<b>First Aid Room:</b>	Yes	No				
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						

Continued



Inspection Checklist		Club Safety Officer to Complete		Club Management Committee to Complete			
		Hazard	Priority	Action	Who	Timeframe	Done
<b>First Aid Room</b> <i>(continued)</i>							
Access to ice packs in freezer							
Rubbish bin							
Landline telephone (or mobile phone at absolute minimum)							
<b>Remarks:</b>							
<b>Gear Shed</b>							
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							

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Action	Who	Timeframe	Done
	Hazard	Priority				
	Yes	No				
<b>Gear Shed</b> <i>(continued)</i>						
Low head height obstructions						
Pressure vessel inspections						
Appropriate PPE signage and provisions						
<b>Work benches:</b>						
• 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						
<b>Items suspended from ceiling:</b>						
• Winching equipment, anchor points to be engineer designed						
• Secondary restraint system in place						
• Low head height obstructions						
<b>Remarks:</b>						

Continued

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Safety Action Plan			
	Hazard	Priority	Action	Who	Timeframe	Done
	Yes	No				
<b>Gear Shed</b> <i>(continued)</i>						
<b>IRB Shed:</b>						
· IRB motor stands						
· IRB motor trolleys						
· Maintenance records of IRB motors						
<b>Housekeeping:</b>						
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						
Bin located at suitable points around club and emptied regularly						
<b>Remarks:</b>						



Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Action	Who	Timeframe	Done
	Hazard	Priority				
	Yes	No				
<b>Hazardous Substances Site</b>						
Chemical register accessible						
Chemical register up to date						
MSDS for all chemicals						
MSDS less than 5 years old						
All containers clearly labelled						
Approved Hazardous Substances Cabinet						
Do special storage conditions apply?						
<b>Flammable Gas (Oxy/acetylene/LPG/Other):</b>						
• 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						
<b>Remarks:</b>						



Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete					
	Hazards Identified		Safety Action Plan					
	Yes	No	Hazard	Priority	Action	Who	Timeframe	Done
<b>Hazardous Substances Site</b> <i>(continued)</i>								
Flammable liquids (Quantity < 250ltr > 250ltr)								
<b>Appropriate signage:</b>								
· Security								
· Containment of spills								
· Clean up of spills								
· Labelling of flammable liquids								
· Well ventilated area								
· Separation from ignition sources								
· Condition/type of containers								
<b>Welding/Hot Work</b>								
Well ventilated area								
Separation from flammable liquid/gases								
Screens								
PPE Masks/goggles/breathing apparatus)								
<b>Remarks:</b>								



Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Action	Who	Timeframe	Done
	Hazard	Priority				
<b>Gymnasium</b>	Yes	No				
Manager of Gym appointed						
Equipment properly maintained						
No slip/trip hazards						
Weights stored away after use						
Educational / Instruction posters						
No cluttered storage of equipment						
<b>Amenities</b>						
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						
<b>Remarks:</b>						

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete					
	Hazards Identified		Safety Action Plan					
	Yes	No	Hazard	Priority	Action	Who	Timeframe	Done
<b>Office/Hall</b>								
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								
Formal process of Hire of Club hall (Hirers properly informed of liability issues)								
First Aid Kit on wall in public hall areas								
<b>Kitchen/Bar</b>								
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								
<b>Remarks:</b>								



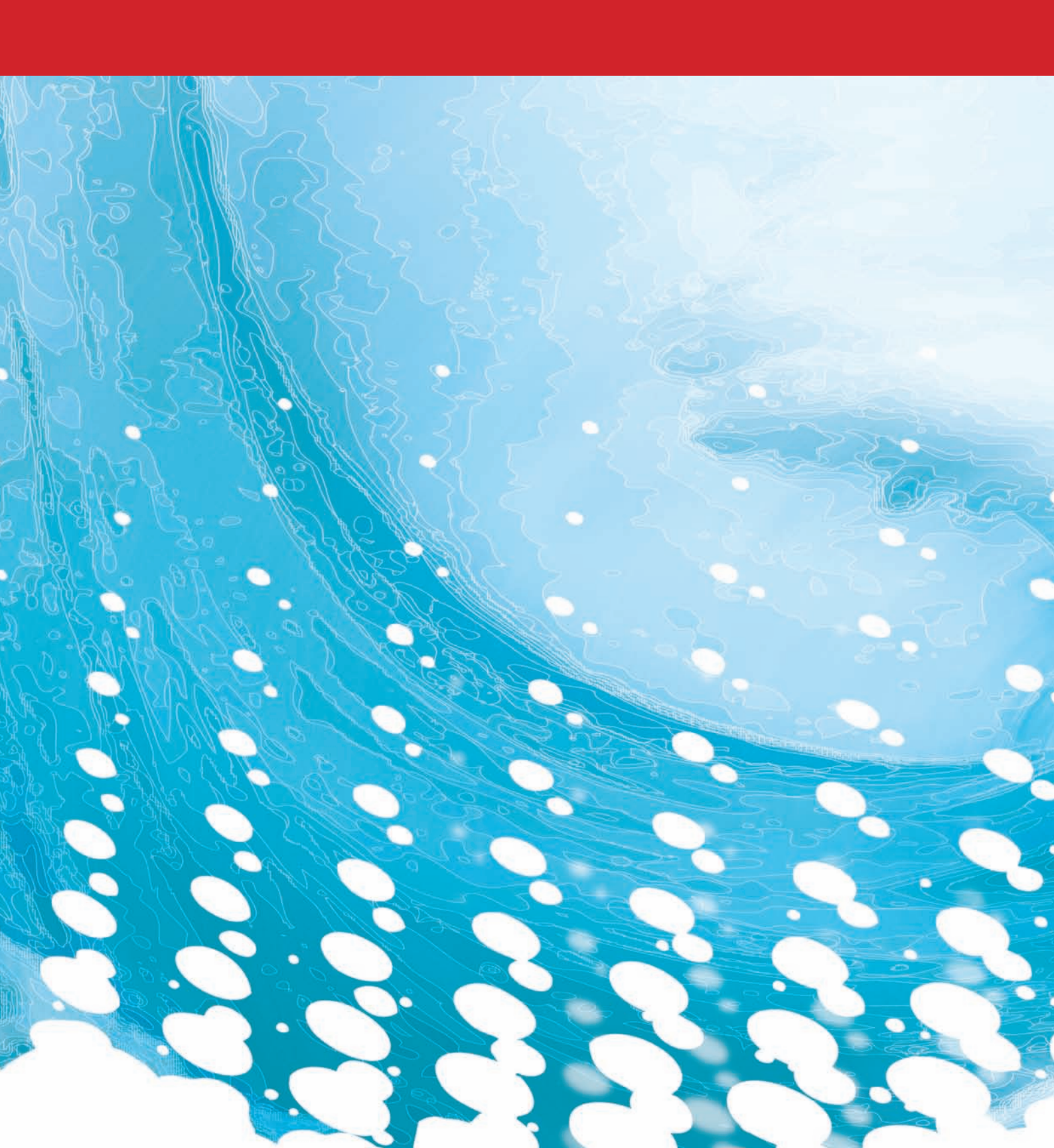
Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete			
	Hazards Identified		Action	Who	Timeframe	Done
	Hazard	Priority				
Yes	No					
<b>Beach Access</b>						
Beach access is free of hazards and in line with Lifesaving Management Plans						
Ramps and board walkways well maintained						
Beach access points are well signed posted for general public and emergency services						
ATV or 2WD used for transfer equipment to and from beach						
<b>Beach/Patrol Environment</b>						
Tower has adequate sun and weather protection						
Sun safety guidelines are adhered						
Liaison with Council Lifeguard (if relevant) is cordial and constructive						
Radio reception is satisfactory						
<b>Close surrounds of club house</b>						
Clear of rubbish						
Ground kept well						
<b>Remarks:</b>	Determine who is responsible for the beach access maintenance (LGA, NPWS, etc)					



*Safety First!*







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