

WORKPLACE SAFETY INSPECTION CHECKLIST (Club)

Location: Goulburn Club 19 Market St

Date: 5 Sep 2024

Completed By: Elly Spark

WHS Committee: Elly Spark, Marcus Imbens, Anna McCormack, Howard Spark

This form is used for assessing the general safety of the workplace. Tick the "yes" column if everything is in order. Any "no" answer should be accompanied by a risk assessment to address the issue. Where the information is entered into your HiiSafe Member area the risk assessment will automatically be created.

Yes	No	N/A	Description	Comments/Actions/Risk Assessment
ACCESS, EXITS AND FIRE SAFETY ROUTES				
Yes			Exit doors swing in the direction of exit travel. Closed but not locked or obstructed. Exit signs and emergency lighting working.	Note: Not all exit doors swing in direction of travel. Reasons are historical and relate to heritage issues.
Yes			Corridors and exits free and clear of all obstructions, with no blockages to the exits.	
	No		Fire Extinguishers in place under correct signage, mounted on wall bracket, tagged within last 6 months, visible and accessible and out of reach of children.	Tagging is out of date
	No		Hose reels tagged in last 6 months. Hose reel cupboards are not being used as storage cupboards. Access not obstructed.	Tagging is out of date
		N/A	Smoke detectors displaying correct LED colour, fire panel not displaying error. Fire sprinkler head clearance maintained (nothing stacked near the sprinkler)?	
YES			Fire evacuation plans posted throughout the workplace – known to employees?	Note: individual evacuation plans need updating with fire extinguisher in Gallery needs
YES			Stair handrails in place and in good condition. Stair treads/carpet in good condition. Floor warning tactile strips in place. Safety gates/locks working properly.	

ELECTRICAL				
YES			Extension cords ONLY used as temporary measure. No overloaded electrical sockets. Correct adapters in use where needed.	Note: Extension cords near stage should be made permanent
YES			All appliances tagged in accordance with club policy.	
YES			All appliances cords and plugs in good order – not frayed, no uncovered wires?	
YES			All electrical switchboard covers securely closed. Switches labelled, and circuit breakers/safety switches installed.	
YES			All power outlets and systems are correctly set up for temporal events/entertainment with no overloading and temporary circuit breakers in place where needed.	Note: Extension cords near stage should be made permanent
GENERAL SYSTEMS				
Yes			Mobile and fixed safety signage is available in correct locations eg slippery/wet floor, use PPE etc	
YES			Chemicals are stored in dry, secure areas at correct temperatures. Chemicals stored together are compatible. SDS' available in storage and usage areas. Spill kits available as required.	
YES			All chemicals labelled in accordance with SDS. No unlabelled bottles in use or storage. Labels with first Aid info on all spray/squeeze bottles. Out of reach of children?	
Yes			Appropriate First Aid Kit Labelled and stocked for each area eg blue band aids in kitchen. Workers Comp Poster on display. Emergency phone numbers posted on or near telephones?	Note1 : 4 x first aid kits. Upstairs lobby, bar, kitchen, caretakers Kitchen – Note2 : Workers Comp Poster not required. There are no permanent employees so no RTW issues

YES			Manual Handling procedures on display where necessary. Adequate lifting or other assistive devices available where necessary and in good condition.	
YES			Event/Entertainment setup (bump in/out) managed with regard to additional manual handling risks and potential electrical risks.	Note: Event/entertainment setup movement of equipment is done by musicians themselves. The Information for Performers includes the advice that movement of equipment up stairs is required and advises of our Manual Handling and Electrical Safety SOPs
SECURITY MEASURES				
Yes			Cash handling measures are in place to minimise the risk of holdup. Till regularly emptied and time delay safes in use.	Note: Safe does not have a time delay
	No		CCTV installed as appropriate, radios functioning and additional security staff engaged if necessary.	Note: personal duress system needs activation
Yes			All security devices are in good repair, deadlocks, time locks grills, shutters.	
Yes			Outdoor high risk areas, paths, car parks, access routes are well lit and in safe condition.	
EXTERNAL ENVIRONMENT				
Yes			Outdoor food areas (Barbecue, pie ovens, etc) clean, electrical equipment tagged and only external grade plugs/sockets/extension cords used?	
		N/A	Swimming Pool access secure and all emergency signage displayed.	
		N/A	Children's play areas secure, play equipment in good repair with soft fall surface.	

Yes			Furniture (external) all chairs and tables in common areas in good repair.	
Yes			External storage areas secure and plant, equipment and machinery safely stored.	Note: External storage areas are securely locked. Only the Building and Grounds Officer has access.
Yes			Floors: All carpets and tiles in good repair. Floor surfaces in wet areas made of non-slip material.	
Yes			Furniture – (internal): all chairs and tables in common areas in good repair.	
Yes			Toilets in common areas clean with dry floors and free from litter. Toilet seats/hand dryers in good repair. Needlestick disposal bins locked.	Note: there are no Needlestick disposal bins
Yes			Dining areas clean, electrical equipment tagged and in good repair. Portable hot/cold food storage equipment maintained and at correct temperature.	
		N/A	Office areas. Chairs offer good support and adjusted to fit user. Workspace organised to suit workflow. Computer monitors and mouse adjusted to fit user.	
		N/A	Reception areas and other locations requiring prolonged standing fitted with cushion mats if required.	No one is required to undertake prolonged standing. Bar shifts are short or have breaks
CELLAR and KITCHEN				
YES			Kegs stored efficiently to minimise manual handling. Lifting/moving equipment available.	
YES			Gas lines have no leaks. All gas cylinders chained. SDSs on display for gases/beer line cleaner and other chemicals. Gas detection equipment in place and working.	Note: Gas detection equipment is not required. There is adequate ventilation beneath exit door

YES			Food Safety Management Plan in place and systems and processes monitored in accordance with plan.	
YES			Fridges/freezers (bar, kitchen and cool room) at correct temperatures and seals intact.	
	YES		Exhaust fans, hoods and other fixed equipment cleaned and serviced regularly. Fire blankets in place.	
VEHICLES and CAR PARKS				
		N/A	Vehicles (golf buggies etc) in good repair and working order. Regularly serviced.	
Yes			Parking Areas clearly marked and signposted. Speed restrictions clearly displayed. Adequate lighting installed and working. Disabled and no parking areas clearly marked.	Note: no parking divisions – N/A. Everything else OK.
OTHER SITE SPECIFIC ISSUES:				