

ANNUAL HAZARD REVIEW

This document is intended to compliment the <u>Housekeeping Checklist</u> and completed annually. Required Actions to be listed in table at end of document. Completed by whom:

Date:

No	Question	Yes	No	N/A
1	FIRE PROTECTION			
1.1	Are there sufficient fire extinguishers in accordance with the fire regulations?			
1.4	Are extinguishers mounted in conspicuous locations no more than 1.2 metres high with a location sign above at no less than 2 metres?			
1.5	Has training been provided in relation to extinguishers, and hose reels where fitted?			
1.9	Is there a fire blanket in the kitchen?			
1.10	Are smoke detectors installed on the premises and are batteries checked regularly?			
1.12	Are fire exits clearly signed, lit and serviced			
1.13	Are fire exits kept clear at all times? (These areas must not be used for storage of any kind)			
1.14	Is there a no smoking policy that is enforced?			
1.15	Is there a combustible outdoor storage area that could be easily torched by an arsonist? (If so look for alternative method of storage or remove combustible material elsewhere)			
1.16	Are valuables, computer back up tapes & the like stored in a fire resistant area?			
2	EMERGENCY PROCEDURES			
2.1	Are emergency evacuation procedures in place?			
2.2	Are emergency drills carried out at least every 6 months and the results reviewed by the Responsible Officer & WH&S Coordinator?			
2.3	Are the emergency procedures displayed on notice boards?			
2.4	Is there a person responsible for evacuations etc? (Chief Fire Warden)			
3	SECURITY			
3.1	Are premises in good repair to resist entry? (No broken windows etc.)			
3.4	Are all external doors fitted with deadlocks or similar appropriate locking hardware?			
3.5	If there is a safe, is the key kept off the premises after hours?			
3.7	Is there a strictly adhered to cash policy covering counting storage and banking procedures not involving less than 2 adults?			
3.8	Are windows locked securely?			
3.9	Is there a person nominated with security responsibilities including locking all doors and windows after each activity?			
3.10	Are ladders, tools that may assist a burglar securely locked away?			
3.11	Is key distribution restricted according to need and is a key security list maintained?			
3.12	Is valuable equipment locked away when not in use?			
4	ELECTRICAL			
4.1	Are safety switches fitted to the switchboards?			
4.2	Are there surge protectors protecting electrical equipment?			
4.3	Has the electrical wiring been checked by an electrician in the past 10 years?			
4.4	Has the electrical tagging been conducted?			
4.5	Has emergency lighting been installed?			

5	COMPUTERS			
5.1	Are all computers surge protected?			
5.2	Are back ups carried out regularly for computers?		-	
5.3	Are back up disks stored at a remote location?			
6	LIABILITY			
6.1	Are all handrails, walkways, stairs and paths clear of obstructions, in good repair		-	
	and well lit? Are all floor coverings in good repair?			
6.3	Are all floor coverings even and in good repair?			
6.4	Are exit signs clearly marked and doorways accessible and clear?			
6.6	Have facilities been modified to meet the special safety needs of the physically or mentally disabled, the very young and the very old?			
6.7	Are flammable and toxic substances including detergent, weed killer, petrol etc stored out of reach of children and teenagers?			
6.8	Are there mature and responsible people in charge of youth and sporting activities?			
6.9	Are all playgrounds and equipment maintained in good working order and hard surfaces covered in some manner?			
0.9	Are local council guidelines complied with?			
	Is there an active property committee with expertise in building maintenance to			
6.10	effect immediate repairs when required?			
6.11	Is a supervisor appointed for each working bee to establish the skill levels of the			
0.11	workers before allocating tasks?			
6.14	Do you ensure that no chemicals/substances are kept in other than clearly marked			
	containers showing the contents of the containers?			
6.15	Are all incidents involving injury to staff and the public reported in writing as soon as they are brought to your attention?			
	Are all contractors requested to supply Certificates of Currency for Public Liability			
6.16	and Workers Compensation insurance?			
6.17	Are all staff/leaders instructed not to admit liability in the event of damage or injury			
	to a third party?			
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Action Required (list number of item in list e.g. 6.11)	By Whom	By When	Completed
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