



## COMPLIANCE AUDIT: WORKPLACE HEALTH & SAFETY

Club Name:		Date:
Audit by:	Position:	Signature:
Acknowledged by:	Position:	Signature:

Managing Safety					
TOPIC	Y/N	COMMENTS	ACTION TAKEN / RESPONSIBILITY DELEGATED	WHEN	WHO
We have drafted a WHS Policy					
Workers were consulted during drafting					
Our WHS Policy is accessible for all					
Workers are given a suitable WHS induction which includes providing a copy of the WHS Policy					
Our WHS Policy is reviewed every 3 years					
Specific WHS policies relevant to our Club are in place <i>(remove/add each policy in checklist below)</i>					
We ensure tasks are not given to workers who don't have the right skills or certificates					

We regularly check to ensure workers are working safely, even if they are off-site or travelling					
New and inexperienced are workers adequately supervised					
We ensure people who enter your workplace are not exposed to risk (customers, delivery people, contractors etc.)					

## Consultation & Communication

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We have a Communication Policy					
We have a process for consulting workers on WHS issues					
Our Communication Policy is accessible to all					
Our Communication Policy is included in staff induction					
Our Communication Policy is reviewed every 3 years					
Our workers are encouraged to provide constructive feedback on policies etc.					
Feedback is collected and considered					
Our workers know how to report WHS issues					
Policies, procedures, signs, forms & guides contain clear consistent information					
Process is in place to communicate new safety rules/processes to workers					
Safety is included at regular staff meetings					
Safety concerns can be raised verbally by all					

Records of safety discussions are available for workers					
<b>Hazardous Materials</b>					
TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We have SOPs for correct use of hazardous materials					
All workers receive training and instruction on the safe use, handling, transport and storage of all hazardous substances					
An up-to-date list of all hazardous substances stored and used is displayed Eg. cleaning products, paints, solvents, degreasers, petrol, inks, toner, oils, plastics, acids, alkalis and pesticides.					
Material Safety Data Sheets (MSDS) are available adjacent to chemicals					
Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) are checked to ensure they are current					
Safety instructions on the MSDS and SDS are followed Eg. personal protective equipment worn, stored correctly					
Hazardous substance containers are correctly labelled					
There is good airflow and removal of fumes from areas where chemicals are used Eg. exhaust canopy					
Gas cylinders are kept upright, away from heat and ignition sources					
Empty gas cylinders are stored upright in an area clearly marked 'empty cylinders'					
Hazardous substances are disposed in accordance with the MSDS and council instructions					
Spraying of herbicides and pesticides is only undertaken by trained people					

Warning signs are displayed near outdoor spraying work					
Correct personal protective equipment (PPE) used for spraying is provided Eg. gloves, footwear, coveralls, respirators and masks.					

## Workplace Environment

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
There is a routine for cleaning, rubbish and bin emptying					
Work areas are checked to ensure they are safe from protruding sharp edges or objects					
There is enough light for people to do each task safely and without eye strain or glare					
There is adequate ventilation to ensure good air quality					
The workplace is kept at a comfortable working temperature					
There appropriate facilities for staff and visitors e.g. toilets, hand basins etc.					
Walkways and stairs are kept clear					
People can move safely around traffic areas					
Food safety requirements are being appropriately complied with					
Systems are in place to control pests and vermin					

## Tools, equipment and machinery

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
All users of tools and machinery are trained in their safe use					

The correct equipment is used for each task					
Regular checks are made to ensure all guards are in place					
Tools and machinery are maintained in accordance with manufacturer's instructions					

## Personal Wellbeing

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We have policies for work-related violence, bullying, sexual harassment and discrimination					
These policies are covered at induction					
Our workers have received training on appropriate workplace behaviour					
The personal wellbeing policies are accessible to all					
The personal wellbeing policies are reviewed every 3 years					
Our workers know how to report inappropriate behaviour, including confidential issues					

## Drugs and Alcohol

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We have a Drugs & Alcohol Policy					
This Policy is covered at induction					
Our Drug & Alcohol Policy is accessible to all					
Our Drug & Alcohol Policy is reviewed every 3 years					

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## Manual Handling

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We have a Manual Handling Policy					
Our Manual Handling is covered at induction					
The Manual Handling Policy is accessible to all					
The Manual Handling Policy is reviewed every 3 years					
Our workers are trained on manual handling Eg. lifting, using heavy floor cleaning equipment					
We provide aids for manual handling Eg. sack truck, trollies					

## Electricity

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
Electrical leads and power boards are checked and tagged as safe regularly					
Location of power lines and cables is checked before digging, drilling, using cranes or other similar work					
Plugs, sockets, switches and electrical leads are checked regularly for damage					

## Working at Height

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
All tasks to be done at height have been identified					
All staff are trained in safe working at height practices					
Stock, materials and displays are stored/stacked at an easily reachable height (ladders/steps provided where needed)					

Ladders/steps are used when needed and correctly Eg. chairs not substituted					
Emergency Procedures and First Aid					
TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We have procedures to cover emergencies such as fire, flood, medical emergency, machinery accidents, robbery					
We have designated responsibility where appropriate Eg. fire warden, first aid officer					
Those in charge of emergency situations, such as floor wardens, fire wardens and first aid officers have been trained					
Evacuation plans and staff in charge of emergency situations are displayed in a prominent area					
Exit and assembly points are accessible					
Exit doors open easily from inside, including cold storeroom doors					
We hold regular emergency drills					
We now who is responsible for checking of safety equipment Eg. Council					
We check this is carried out on a regular basis as required by safety standards					
All emergency equipment in place and working Eg. smoke or heat detectors, sprinkler systems, fire extinguishers, duress and other alarms and emergency lighting					
There are sufficient trained first aid officers					
Our workers know who first aid officers are					

We keep records of first aid provided					
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## Incident Reporting

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We keep a register of employee injuries					
Following an incident, we review and revise our risk control measures					
We know what a Notifiable Incident is					
We know what a Dangerous Incident is					
We know how to lodge a Notifiable Incident Report					

## Return to work (if applicable)

TOPIC	Y/N	COMMENTS	ACTION TAKEN	WHEN	WHO
We know when to appoint a return to work (RTW) coordinator					
Claims for workers' compensation lodged in an appropriate and timely manner once an employee notifies that they wish to make a claim					
We know about possible financial incentives for early lodgement of claims (within 5 business days)					

NOTES

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