



District 9820
SITE/VENUE RISK MANAGEMENT CHECKLIST

Rotary Club of _____

Club Contact:

Name

Phone/Fax Number:

Email address:

	ADEQUATE			COMMENTS
	YES	NO	N/A	
1.Premises				
<i>Floors</i>				
Surface level				
Not slippery				
Free of debris				
Properly covered				
<i>Stairs/Ramps:</i>				
Surfaces level				
Not slippery				
Free of debris				
Properly covered				
<i>Windows:</i>				
Condition				
Security				
<i>Lighting:</i>				
General				
Emergency				
<i>Fire safety:</i>				
Suitable detection				
Equipment maintained				
Emergency exits				
Emergency signage				
General housekeeping:				

<i>Car parks & Driveways</i>				
Sealed/marked				
Free of ruts/holes				
Free of oil/contaminants				
Lighting				
Speed limiting/bumps				
Signage				
Free of debris/vegetation				
Pedestrian access				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
External Pathways:				
Free of damage				
Free of debris/vegetation				
Lighting				
2. CONTRACTORS / SUBCONTRACTORS				
All contractors/subcontractors supply proof of liability cover				
Standard contracts drawn up specific work performed				
Formal written security procedures in place				
All security incidents reported to police				
3. MACHINERY & EQUIPMENT				
All electrical equipment tested annually by qualified electrical contractors				
All portable electrical equipment/tools tested and tagged in accordance with regulations				
All gas cylinders tested and tagged annually				
All welding/hotwork performed by qualified persons				
Conditions of:				
- Hoists/cranes				
- Elevators/escalators				
- Unregistered vehicles				
All belt/chain/direct couplings between electric motors or other engines/pumps /generators/cutting equipment etc fully covered or otherwise guarded				
Are all hand tools (powered or un-powered) in a good state of repair				

	ADEQUATE			COMMENTS	
	YES	NO	N/A		
4. ENVIRONMENTAL					
Have all hazardous/toxic substances been identified					
Are they currently stored in a secure place					
Is a register of these materials kept					
Are people trained in the use of these materials					
Is all waste disposed of regularly and in accordance with local regulations					
5. MISCELLANEOUS					
First aid facilities					
Trained first aid staff					
Alcohol policy in place					
Animal policy in place					
Crowd exposure – adequate signage					
Playground equipment checked and maintained on regular basis					
6. CHILDREN / STUDENTS					
If the activity involves young people, have all volunteers/supervisors been screened with appropriate Working with Children accreditation and Volunteer Declarations?					
Are animal or mechanical rides involved? If “Yes” do the providers of those rides carry adequate Public/Products Liability insurance and has proof been obtained?					

Please send this form to

Frank Spiteri

Rotary District 9820 Insurance Officer PO Box 565 Warragul 3820

Phone-56241000 Facs - 56241001 franksp@oamps.com.au