|  |  |
| --- | --- |
|  | Checklist for Building and Equipment  Resource CSE3-CB |

*This checklist is designed to assist in the task of ensuring that the premises and equipment meet Occupational Health and Safety guidelines.*

# Air conditioning

* Air conditioning systems should be regularly cleaned and maintained to help prevent Legionella.
* The water in evaporative air conditioning systems must be treated with appropriate chemicals.

# Asbestos

* All asbestos should be identified and noted in a permanent register, with warning signs affixed to any asbestos areas. It should be noted that most forms of asbestos found in building materials are not hazardous unless their surface has been damaged. There may be obligations under OHS legislation to establish an asbestos register with an ongoing inspection program.
* Unstable asbestos will need to be removed professionally.

# Catering

* People responsible for catering should be familiar with local laws and regulations.

# Changes to structures

* Be aware that a new risk may arise any time a structure is changed.
* If something has changed, assess the situation and deal with any potential for problems early.

# Cleaning schedule

* There should be an established routine for cleaning.

# Electrical

* Regular attention needs to be given by a qualified electrical worker.
* Safety switches (Residual Current Devices) should be installed and should be tested every three months.
* All permanent electrical equipment should be tested and tagged to ensure it meets safety standards.
* Frayed or worn cables should be removed.
* All heaters should be out of reach of children, preferably mounted on walls.
* Ensure that safety plugs are placed in all unused power points.
* Sensitive equipment (video and computer) should be protected by surge resistant arresters.
* Where leads are used, tape to secure and eliminate risk of tripping,

# Equipment

* Team Members should know how to operate equipment correctly and safety guidelines must be adhered to.

# Fences

* A safe fenced area with childproof gates should be provided if possible.
* Gaps in a fence or gate should not permit a child’s head to become stuck. Openings of 7.5–23cm can cause entrapment.

# Fire security

* Requirement may exist in your jurisdiction for luminous exit signs over all doorways and emergency exits.
* Well maintained fire equipment is necessary, including training for key personnel in the appropriate use of the equipment.
* Provide a fire blanket in the kitchen.
* Fire extinguishers, fire blankets and hose reels should be checked twice a year to comply with Australian Standard AS 1851 or NZ equivalent.
* Correctly installed and maintained smoke detectors are essential, if possible with a monitoring service for when the building is unoccupied.
* Smoke detectors should be tested regularly, especially if battery operated.
* Inflammable liquids must be kept in a proper storage cabinet.
* Instructions for evacuating the building and assembly points should be clearly printed and displayed in the building.
* All exit points and doorways should be kept clear of obstacles.

# First aid kit

* A well maintained first aid kit should be readily available in case of an emergency.
* Make sure Team Members know where it is stored.

# Floors

* Keep timber floors well maintained.
* Provide non-slip surfaces in wet areas.
* Provide signage to indicate wet surfaces.
* Replace carpets and mats that have curled edges.

# Glass

* Large panels of glass must be clearly identified.
* Glass at child level must be of the correct standard of thickness.

# Hot water

* Urns and instant hot water systems must be kept out of reach of young children
* Urns should not be placed where the cord may be tripped over or the tap accidentally knocked.
* Temperature controlling devices should be fitted to hot water systems.
* Provide a safe space for children away from adults with hot drinks.

# Kitchens

* Keep plastic bags locked away.
* Sharp knives and other utensils should be kept out of reach of children.
* Store all glass safely.

# Lighting

* Ensure all areas of the property are well lit, including car parks.
* All steps and stairs should be well lit.
* Replace faulty lights promptly.

# Manual lifting

* Ensure that equipment is available for safe handling of heavy loads and correct lifting positions are used for manual lifting.

# Paint

* Lead paints should not be used for furniture.

# Play equipment

* Play equipment should be in view for easy supervision.
* It should be regularly checked and maintained and should comply with relevant safety standards.
* Provide adequate cushioning material under equipment.
* Check sand pits regularly for dangerous or sharp objects.
* Keep animals away from sand pits.

# Poisons

* Ensure all poisons (including cleaning agents) are stored out of reach of children.
* Make a list of all hazardous substances kept on the property.
* Provide good ventilation when chemicals are in use.
* Make sure the Poisons Information phone number is displayed in an obvious place.

# Security

* The organisation should be aware of who is using the property and when and what security is necessary to ensure their safety.
* Team Leaders should have access to a phone in the event of a breach of security.

# Speed restrictions

* Clear signage should be posted to limit the speed of vehicles using the property.

# Stairs and steps

* Ensure that stairs and steps are safe.
* Edges can be painted for visual contrast.
* Provide appropriate handrails.

# Vegetation

* Ensure all poisonous plants are eliminated from the property. Common poisonous garden plants include oleanders and agapanthus.
* Check trees for overhanging limbs and for protruding tree roots in walkways.
* Clear weeds around buildings to minimise the risk of spiders and snakes.
* Ensure adequate lighting outside where plants may present some danger to pedestrians.

# Ventilation

* Provide good ventilation in areas where chemicals may be used.