


Circular

Title:	Club Health and Safety Inspection Reminder
Date:	5 September 2018
Document ID:	20, 2018/19
Department:	Lifesaving
From:	Anna De Meersman, Lifesaving Development Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Thursday, 8.30am to 5pm) Email: anna@slnwa.com.au
Audience:	Club Administrators, Club Secretaries, Club Safety Officers and Club Director of House
Summary:	Clubs are requested to complete a SLS Health and Safety Inspection Form as relevant to Club facilities and operations. The template for the Inspection form is attached and is also available from the SLSA Member Portal (Document Library > WHS > SLS Health and Safety Inspection Form).
Action:	<ol style="list-style-type: none"> 1. Complete the attached SLS Health and Safety Inspection Form and send a copy to SLSWA (addressed to Anna De Meersman, Lifesaving Development Officer) by email PRIOR to the start of your respective Club's season. 2. Record identified hazards to the Club's Hazard and Risk Register. 3. Submit completed Health and Safety Inspection Form and Hazard and Risk Register to Club management for review and allocation of resources to undertake identified actions.
Attachment	 SLS Health and Safety Inspection Fo

Background

Under the OSH Act 1984, employers must ensure, as far as is practicable, that they provide and maintain a workplace in which employees are not exposed to hazards arising from work. Health and safety inspections of all relevant areas of the workplace are carried out as part of risk mitigation practices.

The SLSA Health and Safety Inspection Form has been developed specific to surf lifesaving club facilities, providing consistency in the inspection process and the recording of results. In preparation for the upcoming season, Clubs are requested to complete a workplace inspection using the template provided by SLSA.

Responsibility

Clubs are reminded that the designated Club Safety Officer does not have sole responsibility for completing the Health and Safety Inspection Form. Relevant officers of the club (i.e. board/ski/boat/IRB captains, first aid officer, patrol officer, etc.) should assist with completing inspections relevant to their area. **A copy of the completed Health and Safety Inspection form is due at SLSWA prior to the start of each Club's respective season.**

The Club Safety Officer is then responsible for collating the information, transferring the results to the Club Hazard and Risk Register and working with club management to review/develop a management plan to address identified hazards and risks (including allocation of resources and responsibility).

It is acknowledged that club facilities vary in the size and type of functional areas provided. This inspection form should be completed in accordance with the facility the club leases and maintains.

For Clubs without facilities, the following checklists of the inspection form should still be completed:

- Health, Safety and Rehabilitation Management System,
- Gear Shed,
- Beach Access, and
- Beach/Patrol Environment.

Note that the results of the inspections can be used to negotiate with Local Government on receiving assistance to mitigate risks, through implementation of practical control strategies.

For any questions relating to the completion of the Health and Safety Inspection Form and related process, please feel free to contact Anna De Meersman (Lifesaving Development Officer) via phone (08) 9207 6666 or via email anna@swwa.com.au.



James O'Toole
Chief Executive Officer