

Legana Tennis Club

Safety Audit Sheet

Item	Priority Low / Medium / High	Checked	Issue	Priority
Club Rooms: clean and Hazard free				
Notice boards: up to date information displayed				
No harm injury guide lines displayed on notice board				
Emergency plan displayed on notice board				
Emergency contact numbers displayed on notice board				
Injury report forms available on notice board				
Fire Extinguisher: accessible and dated				
First aid kit: check				
Electrical: Tested and tagged /Date check				
Toilets and change rooms: hygienic clean and stocked				
Facility Lighting Indoor: bright and well maintained				
Facility Lighting outdoor: bright and well maintained				
Paths and entranceways: clear from obstructions				
Courts: Playing surfaces checked for Hazards				
Courts: Nets / umpires Chairs/ court seating/ Fences				
Hoses and Taps: condition and stored correctly				
Shed: equipment properly stored and secured				
Rollers: checked for condition and stored appropriately				
Area outside facility: checked for Hazards				
Appropriate Warning Signs: installed and visible				
Flammable and hazardous material: correctly stored and Marked				

Identified Safety Issues

Identified Item	Priority Low / Medium / High	Identified date
Low Managed / Medium find correct action ASAP/ High immediate attention		
Completed by		
Date		

Add items as identified and update form as required/complete and keep on file