



Regular Branch Meeting Place

VOLUNTEER SAFETY CHECKLIST

Branch:	
Venue name & address:	
Date Completed:	
Date for next Checklist:	
Name(s) of person(s) who completed checklist:	
Position Title(s)	

		If you tick No write action taken in this section
Floors		
Are floors free of water, ice, oil or other fluids?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are floor surfaces even? (any loose, torn tiles, carpet or holes)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are ramps designed to prevent slips and falls?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are changes in surface or height visible or clearly marked?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Housekeeping		
Are walkways and doorways clear of boxes, extension cords and other obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Stairs		
Are stairways kept clear of boxes, equipment and other obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Checklist – To be completed quarterly

Keeping Safe tool A

		If you tick No write action taken in this section
Is the tread on stairs adequate to minimise slipping?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the foot –space on each stair adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are handrails adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Lighting		
Are work areas, walkways and stairs well lit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the lighting enable volunteers to move between indoor and outdoor tasks safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Emergency Procedures – commercially managed venue		
Does the venue management have their own emergency procedures that volunteers/members follow?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the emergency procedures clearly visible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the volunteers/members made aware of the emergency procedures for venue?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you identified checks to ensure everyone is accounted for after an evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Emergency Procedures – non commercially managed venue		
Have you identified what emergencies that may require evacuation? – i.e. fire, flooding	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you nominated a person(s) to manage evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you identified what will signal to start evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you identified how people will evacuate? I.e. shortest and direct route and how people with mobility aids and needs will evacuate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there exit signs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

		If you tick No write action taken in this section
Are there smoke alarms?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have an assembly place after evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you identified checks to ensure everyone is accounted for after an evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Volunteers/members are made aware only to re-enter once emergency services have advised it is safe to do so?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Electrical – commercially managed venue		
Volunteers/members are aware to alert President of any electrical concerns so that he/she can alert the venue management?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Electrical - non commercially managed venue		
Are power points, switches, light fittings, extension cords, and electrical equipment, such as urns or kettles in a safe place & free from obvious defects?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you know who to report electrical concerns to?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Manual Handling		
If volunteer/members need to lift or carry equipment to set up for meeting i.e. tables or chairs, are they light and easily carried?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Safety		
Are there procedures for volunteers/members when they are leaving of an evening meeting to ensure they leave safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Adapted from NSW WorkCover – SAFETY CHECKLIST, checking out your workplace

Please file this checklist for 12 months from date of completion