SAFETY AND SECURITY CHECKLIST

Lions Club Of: ..... Project/Activity: ..... Date: .....

Policies and Procedures	Yes	No	Comments	Signature
a) Emergency Policy & procedure				
b) Appointment of safety & Security Officer				
c) Emergency evacuation plan				
d) Response time of emergency services				
Areas of Possible Personal Injury From				
a) Trips - pathways, pegs, ropes and/or signs				
b) Slips -slippery floors, wet floor, oils spill				
c) Falls - ladders, trees, tables, chairs				
d) Falling objects -				
e) Unguarded obstacles				
Buildings & Facilities				
a) Safety & security of trailer(s) tow couplings				
b) Safety & security of caravan tow coupling				
c) Road worthiness of trailer(s)				
d) Road worthiness of caravan(s)				
e) Safety & security of gas bottles & Fittings				
f) Safety & security of portable/mobile Bar-B-Q				
g) Availability of fire fighting appliances				
h) Safety & security of fixed facilities				
i) Safety & security of mobile facilities				
j) Safe & secure entry & exit from facilities				
Grounds and Project/Activity Area				
a) Grounds or Project site free of;				
i) broken glass, bottles, cans etc.				
ii) needles and sharps				
iii) rubbish that could cause injury				
b) Safety & security of pathways & walkways				
c) Safety & security of outside seating				
d) Safety & security of steps, stairs, ramps.				
e) Safety & security of fence rails and railings				
f) Soundness & safety of trees & shrubbery				
g) Effective method of traffic control on site				
h) Availability & positioning of garbage bins				
i) Authorised parking of vehicles on project site				
j) Define walk ways and vehicle access				
Other Project Safety Requirements				