



## Port Stephens Netball Association Health and Safety Checklist / Plan

Health and Safety Review Checklist	Yes	No
<b>Association Constitution and Policies</b>		
Review annually		
Have objectives changed		
Are volunteers / members involved in the review		
Have annual audits been conducted		
<b>Association adherence to PS Council Licence Agreement</b>		
Public Liability Insurance \$20 million certificate of currency provided to PS Council at renewal of license		
Licence fee paid annually to Sports Council		
Cleaning premises always kept clean and tidy		
Pest and Weed Control carried out annually		
Boundary fencing maintained		
<b>Compliance with Laws</b>		
Display annual fire safety statement on premise (Council organises the management of these)		
All exits and paths of travel to enter and exist remain free of obstructions		
Maintain Incident /Emergency Response Policy		
Maintain a Site Safety Management Checklist/Plan		
Maintain an Environmental Management Policy		
Maintain a Work, Health and Safety Policy		

Maintain voluntary workers and/or workers compensation		
Electrical Equipment tagged and tested by a qualified electrician on an annual basis		
Provide a copy of the AGM minutes, annual report within one month of AGM		
Inform Council of elected Committee Members including contact numbers for out of hours contact		
Undertake a property inspection and risk management report to Council annually		
Comply with work health and safety laws		
Personnel complete induction training in accordance with work health and safety laws		
Notify any authority as required by law and PSC of any notifiable incidents		
Smoking is not permitted within the confines of Council facilities		
Alcohol and other drugs are not permitted within Council premises without prior written consent		
LA 10 Noise level will not be emitted from the premises that exceeds more than 5db from 7am to midnight and not exceed the background level at any frequency from midnight to 7am		
<b>Hazard identification</b>		
Hazards recorded and controls developed and implemented		
PPE is available and used		
<b>Training</b>		
Induction training completed for new Executive Committee and Committee Convenors post the AGM		
<b>Serious Incidents</b>		
All serious incidents are recorded, investigated and actions to mitigate future incidents in place		

