

RQ Club Workplace Health & Safety Inspection Checklist

This checklist aims to assist clubs with identifying potential hazards within the workplace. It is not intended to be exhaustive, nor will it relate to every workplace. This checklist should complement the clubs existing WH&S management practices.

Where a hazard has been identified, it is expected that clubs will implement appropriate risk management controls to reasonably mitigate and reduce the risk.

	Item	Yes	No	N/A
1	Fire	✓	✓	✓
	Extinguishers are easily accessible, inspected and tested in accordance with AS1851			
	Fire exit signs are clearly visible and operate in the event of power failure			
	Exit doors and corridors are clear of obstruction and doors can be easily opened			
	Fire alarms have been tested in the last 3 months and are in working order			
	Fire Wardens are appointed and appropriately trained			
	An emergency evacuation drill has been carried out within the last 12 months			
	Does the club have a fire and emergency plan in place			
2	Electrical			
	No broken plugs, sockets or switches			
	No frayed or damaged leads			
	No temporary leads on the floor across walkways			
	Testing and tagging of electrical items has been completed within the last 12 months			
	Switch boards are accessible and appropriate safety signage displayed			
3	General Lighting			
	There is good natural lighting with no direct or reflected glare			
	Light fittings including covers are in good working condition			
	Emergency lighting is operational			
4	Walkways			
	Walkways are clear of obstructions and in good condition and do not present slip, trip or fall hazard			
	There is unobstructed vision at intersections			
	Warning signs are in place for pedestrians where horses and / or vehicles in vicinity			
	Stairs not blocked and are in good condition			
5	Rubbish			
	Bins are located at suitable points			
	Bins are emptied regularly and are not overflowing			
6	Storage			
	Materials are stored in a safe manner			
	Floor around racking within storage area is clear of rubbish or obstacles			
	Storage racking is in good condition, no damaged uprights, beams etc			
7	Chemicals			
	Safety Data Sheet (SDS) are kept with all chemicals and a chemical register is available			
	Chemical containers are clearly and accurately labelled including decanted chemicals			
	All chemicals are stored and handled in accordance with the SDS			
	Risk assessment for all chemical substances is completed			
	Workers and volunteers trained in the use of all chemical substances			
	Appropriate PPE is available for use by workers and volunteers when handling chemical substances			
	In enclosed areas in ventilation adequate for the use of the chemicals			
	Chemicals are locked away and stored with good ventilation			
	Spill kit is available and complies with and is appropriate for the substances being used			
	Dangerous goods signage in chemical storage areas is clear (if required)			
8	First Aid			
	First aid kits are kept on site			
	First aid kits and contents are clean, orderly and easily accessible			
	First aid kit supplies and quantities provided are appropriate for the size of the area serviced			
	First aid kit is adequately stocked (as per the Schedule in the kit)			
	All employees are aware of the location of first aid kits and first aid signs visible			
	Appropriate number of staff on site have current first aid training			
9	Floors			
	Floor surface is even with no large cracks, holes or trip hazards			
	Changes in floor surface levels are highlighted			

	Adequate controls are in place to ensure wet floors are not slippery			
	Floors are free from grease, oil, etc			
10	Office & Wet Areas			
	Work areas are clean and in good condition			
	Leads do not lie across work areas or present as a trip hazard			
	Air conditioning working adequately			
	Workers' chairs/monitors/mouse/keyboards are at correct height/distance ergonomically			
	Bathroom facilities have non-slip surfaces and handrails where required			
	Adequate controls are in place to ensure wet floors are not slippery			
	Workers wear appropriate, non-slip footwear in wet areas			
	Showers and toilets are clean and in good condition			
11	Building Exterior			
	Structural components are free from damage, rust and corrosion			
	Rails, bolts and other protruding sharp objects are covered with end caps			
	Handrails and steps are free from damage and are slip resistant			
	Do rails meet height standard			
	Low height <2 meters are marked with appropriate signage or hazard tape.			
	Stairs and landings are in good condition, stable and free from trip and slip hazards			
12	Grounds			
	Sprinkler heads are in good condition and do not pose a tripping hazard			
	Grassed surfaces are in good condition, level and free from potholes			
	Water tanks & related accessories are in good condition & free from visible damage			
	Appropriate signage displayed on tank (ie. Non potable water signs)			
	Perimeter fencing is appropriate and in good condition			
	Moving parts and bearings are well greased/lubricated (ie. Gates/barriers)			
13	Machines, Plant & Equipment			
	Pre-start checklist completed			
	Mobile plant register maintained			
	Plant and equipment maintenance is carried out & service records available			
	Portable power tools are in good working condition			
	All dangerous or faulty equipment is isolated to prevent operation			
	All machinery guarding in place and interlocks working			
	Appropriate PPE and signage in place for plant and equipment operation (SWMS)			
	Persons operating machinery and equipment have been trained in the use			
	Persons operating machinery have current and adequate experience/license (if required)			
	Testing and tagging of power equipment is up to date.			
	Safe Operating Procedures and/or user manuals are available with plant and equipment and are current			
	Tools and machinery are stored securely and appropriately			
14	Manual Handling			
	Workers and volunteers have been trained in manual handling techniques			
	Lifting equipment available for heavy manual tasks			
	Controls in place to manage manual handling tasks (eg. carry heavy objects using a trolley)			
15	Traffic Control and Parking			
	Physical barriers between the the public and horses at all times i.e. permanent or robust temporary fencing for the enclosure, mounting yard, shute and any other areas of interaction			
	Restricted access to authorised personnel only into the stables and mounting areas			
	Pedestrian crossings are clearly sign posted			
	Physical barriers that segregate pedestrians from vehicle traffic are in good order			
	Road surfaces are free from damage (eg. Potholes)			
	No electrical cables running across traffic areas			
	Traffic Controllers are trained and wear high visibility clothing			
	Car parking area is clearly marked with signage			
	Pick up and drop off areas are clearly sign posted and signs are not obstructed			
	Pick up and drop off areas are physically protected from designated travel paths			
	Disabled parking is available			
	Does the club have a plan for separating animals, vehicles and people on race days			
	Is there procedures/barriers in place to stop the general public entering stables, mounting yards and race track			
16	WHS Information			
	WHS Manual/Policy available			
	Incident report form available including a current incident register			
	Hazard report forms available			
	Current emergency evacuation plan displayed			
	Safe Work Method Statements have been developed, are current and staff trained			
	Risk assessment procedure has been developed and staff trained in its use			

	Risk assessments have been done for all tasks on site in the last 12 months			
	Risk register is maintained based on a risk approach to risks and hazards			
17	COVID-19 Preparedness			
	Compliance with the latest version of the Racing Industry COVIDSafe Plan and Chief Health Officer directives			
	Compliance with the latest version of the RQ's COVID-19 Racing Code Protocols?			
	Do you have the correct maximum attendance rates based on the size of the venue? (Note: Attendance rates must consider all person onsite including patrons, members, employees, personnel and participants.)			
	Do you have appropriate physical distancing measures in place, including signage, physical barriers, seating arrangements, crowd movement protocols and security.			
	Are you collecting the correct contact tracing data for all persons attending your facility?			
	Adequate handwashing and sanitisation stations located about the facility with special consideration for the entrance to each oncourse wagering area, near self-service terminals, ATMs and any other high-touch surfaces.			
	Regular and systematic cleaning of all public bathroom facilities, food service areas, ATMs and wagering terminals and high touchpoints areas are required on an hourly basis.			
18	Risk Management			
	Has there been a change to the way any of the offices or race day operations have been set up or operate?			
	Has there been a risk assessment undertaken to identify any risks posed by the change in the work porcess?			
	Have controls been put in place to manage those risks?			
	All workers and volunteers affected by the changed been trained in the new system and record of the training kept			
19	Training			
	Have all members/volunteers/workers involved in the operation of the race club and race day been inducted and trained in the health & Safety processes and aware of the risks and their OHS obligations			
	Does induction training occur for all new members/volunteers/workers prior to commencing work for the club?			
	Are training records kept for all training are they up to date and reviewed for compliance and currency?			
20	Contractors			
	Are contractors used on site			
	Is there a contractor sign in / sign out process in place			
	Have all contractors been inducted			
	Are contractors checked for appropriate qualifications and licences for the work being undertaken			
	Are qualifications and licences up to date			
	Is appropriate PPS being used by the contractor			
	Are Work Method Statement and Safety Plans provided by contractors			
21	Further information			
	To obtain a more detailed understanding of the system requirements of your club to meet it's workplace health and safety obligations, please refer to this document which provides more detail and direction to achieving best practice OHS. The document is designed for larger organisations and can be used by larger clubs to assist with their OHS system and by smaller clubs to assist with understanding OHS risk and hazard management requirements.			
Additional comments or actions required:				
Name: _____ Signed: _____ Date: _____				