**attachment 86**

Checklist for daily inspections

**Recommended Instructions**

1 Daily checklists are to be completed by employees and forwarded to employer and kept on file.

2 For items requiring prompt follow up, the employees who conducted inspection must ring an employer representative to determine corrective action required by whom. This follow up will include further consultation with staff, and at minimum feedback to them confirming corrective action timeline and agreed action parties.

3 At each Employer Management Meeting the employer is to review whether these daily checklists are
being completed, encourage employees to continue these inspections, and keep a record in the minutes
of outstanding corrective action required and how many daily checklists completed since the last meeting compared to target level.

4 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue
Resolution Procedure.

**safety checklist for daily inspections**

**Name of service:** ……………………………………………………………… **Date:** …………………………………

**Inspection conducted by:** ……………………………………………………………………………………………….

The following items need to be checked daily prior to the children’s attendance at the service. This will include walking around the perimeter fence of the playground. **(Some services will need to modify their checklists
in order to cater for the particular needs of their service).**

|  |  |
| --- | --- |
| **Outside** |  |
| Fencing is secure and unscalable. (No breaches in the fence or materials left nearby that would assist children to scale the fence.) | 🞏 |
| Gates are secure and cannot be opened by children. | 🞏 |
| Playground is free of syringes and other material that may have been left in the playground overnight, with special attention given to the area next to the perimeter fence, enclosed areas and sandpit, if left uncovered. | 🞏 |
| Sandpit checked if uncovered or if covering is breached to ensure it is free of animal faeces. | 🞏 |
| Paths and paving surfaces are free of slipping hazards e.g. sand. | 🞏 |
| Soft-fall and grassed areas are free from hazards. | 🞏 |

|  |  |
| --- | --- |
| Tyres and other equipment with recessed areas are free of snakes and spiders. | 🞏 |
| **Inside** |  |
| Exits are clear. | 🞏 |
| Heaters are guarded. | 🞏 |
| No hazardous materials are within reach of children. | 🞏 |

Information developed by KPV in conjunction with Loddon Mallee Preschool Association *Safety at work – A guide
for kindergarten*.