

## Circular

<b>Title:</b>	<b>Club Health and Safety Inspection Reminder</b>
<b>Date:</b>	26 August 2020
<b>Document ID:</b>	<b>21, 2020/2021</b>
<b>Department:</b>	Lifesaving
<b>From:</b>	Domenic Cowdell, Club Lifesaving and Training Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: <a href="mailto:dcowdell@slnwa.com.au">dcowdell@slnwa.com.au</a>
<b>Audience:</b>	Club Administrators, Club Secretaries, Club Safety Officers and Club Director of House
<b>Summary:</b>	Clubs are requested to complete a SLS Health and Safety Inspection Form as relevant to Club facilities and operations. The template for the Inspection form is attached and is also available from the SLSA Member Portal (Document Library > Work Health & Safety Category > SLS Health and Safety Inspection Form).
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Complete the attached SLS Health and Safety Inspection Form and send a copy to SLSWA Lifesaving Team by email (<a href="mailto:lifesaving@slnwa.com.au">lifesaving@slnwa.com.au</a>) prior to the start of your respective Club's season.</li> <li>2. Record identified hazards to the Club's Hazard and Risk Register.</li> <li>3. Submit completed Health and Safety Inspection Form and Hazard and Risk Register to Club management for review and allocation of resources to undertake identified actions.</li> </ol>
<b>Attachment</b>	<a href="#">SLS Club Health and Safety Inspection Form</a> <a href="#">SLS Club Hazard and Risk Register</a>

### Background

The SLSA Health and Safety Inspection Form has been developed specific to surf lifesaving club facilities, providing consistency in the inspection process and the recording of results. In preparation for the upcoming season, Clubs are requested to complete an inspection of their facilities and operations using the template provided by SLSA.

### Responsibility

Clubs are reminded that the designated Club Safety Officer does not have sole responsibility for completing the Health and Safety Inspection Form. Relevant officers of the club (i.e. board/ski/boat/IRB captains, first aid officer, patrol officer, etc.) should assist with completing inspections relevant to their area. A copy of the completed Health and Safety Inspection form is due at SLSWA prior to the start of each Club's respective season.

The Club Safety Officer is then responsible for collating the information, transferring the results to the Club Hazard and Risk Register and working with club management to review/develop a management plan to address identified hazards and risks (including allocation of resources and responsibility).

It is acknowledged that club facilities vary in the size and type of functional areas provided. This inspection form should be completed in accordance with the facility the club leases and maintains.

For Clubs without facilities, the following checklists of the inspection form should still be completed:

- Health, Safety and Rehabilitation Management System
- Beach Access
- Gear Shed
- Beach/Patrol Environment

For any questions relating to the completion of the Health and Safety Inspection Form and related process, please contact Domenic Cowdell (Club Lifesaving and Training Officer) SLSWA via phone (08) 9207 6666 or email [dcowdell@slnwa.com.au](mailto:dcowdell@slnwa.com.au).



**James O'Toole**  
Chief Executive Officer