

Circular

Title:	Club Health and Safety Inspection Reminder
Date:	26 August 2021
Document ID:	24, 2021/2022
Department:	Lifesaving
From:	Domenic Cowdell, Club Lifesaving and Training Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: dcowdell@slnswa.com.au
Audience:	Club Administrators, Club Secretaries, Club Safety Officers and Club Director of House
Summary:	Clubs are strongly encouraged to complete an inspection of their facilities and operations in order to manage identified risks in a manner that ensures everyone has the opportunity to participate in a safe surf club environment.
Action:	<ol style="list-style-type: none"> 1. Conduct an inspection of Club facilities and operations. 2. Record identified risk in a register. 3. Mitigate risk by allocating resources to undertake identified actions.
Attachment	Nil

In line with the [SLSA Guidelines for Safer Surf Clubs](#), Clubs must ensure, as far as reasonably practicable, that they provide and maintain an environment in which members, staff and visitors are not exposed to danger and hazards. Identifying and managing risks are a key contributor to achieving this outcome. Some Clubs may also have certain obligations to conduct hazard inspections with their Local Government relating to their access to buildings and facilities.

Some key risk management tools are available from the Members Area, including:

- [SLSA Club Health and Safety Inspection Form](#)
- [SLSA Sample Hazard and Risk Register](#)
- [SLSA Hazard and Risk Register Template](#)

These tools have been developed specific to surf lifesaving club facilities and operations. In preparation for the upcoming season, Clubs are strongly encouraged to complete an inspection of their facilities and operations and manage identified risks accordingly.

Clubs are reminded that the designated Club Safety Officer does not have sole responsibility for completing these processes. 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. The Club Safety Officer is typically 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).

For any questions relating to actioning a Club Health and Safety Inspection, please contact Domenic Cowdell (Club Lifesaving and Training Officer) SLSWA via phone (08) 9207 6666 or email dcowdell@slnswa.com.au.



James O'Toole
Chief Executive Officer