

## Circular

<b>Title:</b>	<b>Club Health and Safety Inspection Reminder</b>
<b>Date:</b>	14 August 2025
<b>Document ID:</b>	<b>23, 2025/2026</b>
<b>Department:</b>	Lifesaving
<b>From:</b>	Lachlan Olive, Lifesaving Development Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: <a href="mailto:lolive@slswa.com.au">lolive@slswa.com.au</a>
<b>Audience:</b>	Club Administrators, Club Secretaries, Club Safety Officers and Club Director of House
<b>Summary:</b>	Clubs are recommended 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.
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Conduct an inspection of Club facilities and operations.</li> <li>2. Record identified risk in a register.</li> <li>3. Mitigate risk by allocating resources to undertake identified actions.</li> </ol>
<b>Attachment</b>	Nil

In line with the [SLSA Guidelines for Safer Surf Clubs](#), clubs should, as far as reasonably practicable, 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 with their Local Government to conduct hazard inspections relating to their access to buildings and facilities.

Some key risk management tools are available from the SLS Hub, 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 2025/2026 season, clubs are recommended to complete an inspection of their facilities and operations and manage identified risks accordingly.

Clubs are reminded that if a designated Club Safety Officer has been appointed this person does not have sole responsibility for completing the processes. It is recommended that relevant officers of the club (i.e. board/ski/boat/IRB captains, first aid officer, patrol officer, etc.) assist with completing inspections relevant to their area. A 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 Lachlan Olive (Lifesaving Development Officer) SLSWA via phone (08) 9207 6666 or email [lolive@slswa.com.au](mailto:lolive@slswa.com.au).



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