

# Daily Safety Checklist Inspection Calendar

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Year:	Inspection Date	Name	Signature
Term 1			
Term 2			
Term 3			
Term 4			

1. Daily safety checklists are to be completed by employees and kept on file for the Occupational Health and Safety Officer to inspect quarterly.
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. Sample Daily Safety Checklist on page 2.

## Daily Safety Checklist

Week Beginning _____	M	T	W	Th	F	Comments: Urgent Maintenance Required?
<b>Outside</b>						
Fencing is secure and unsalable. 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 from 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.						
Sandpit is checked 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						
Equipment and recessed areas are free of snakes and spiders						
Equipment in good repair? No splinters, loose bolts, protruding nails etc?						
No blind cords are within children's reach						
There are no branches blown down with sharp protrusions						
Animals are safe and there pen is secure for children to enter						
Is there a minimum fall zone provided between equipment & hard surfaces?						
Is the storage sheds safe? Equipment stored tidy and safely and the door secured closed						
Has wet equipment been dried for children to use? This includes chairs, tables, climbing equipment and swings						
There are no pools of stagnant water						
<b>Inside</b>						
Exits are clear						
No hazardous materials are within reach of children						
Electrical cords are out of children's reach						
Electrical outlets are capped with safety plugs						
Latches on doors to child free areas are working are doors are shut at all times						
Are floor surfaces clean and clear from slip/ trip hazards?						
Is there sufficient hand towel/ toilet paper in supply?						