# Grounds’ sheds

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist is not intended as a definitive list for the identification of all hazards and provides guidance only. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):**  |
| **Person/s completing checklist:** | **Date:** |
| Fire safety and emergency response  | Action if required (✓ if no action) |
| Safety rules, emergency information and evacuation routes are prominently displayed. |  |
| Fire evacuation alarms can be heard in this area.  |  |
| Doorways, walkways and evacuation exits are kept clear and at least 600mm wide. |  |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type.  |  |
| An approved first aid kit is readily available and stocked appropriately if required (small trauma kit/eyewash) |  |
| Management procedures  | Action if required (✓ if no action) |
| Safe operating procedures are displayed with all potentially hazardous equipment.  |  |
| Required personal protective equipment is available and in good condition. |  |
| A regular shed ‘housekeeping’ program is in place to maintain a safe work environment. |  |
| Shed  | Action if required (✓ if no action) |
| The area is clean and tidy. |  |
| There is sufficient space for each person to perform their work safely.  |  |
| Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted.  |  |
| Walls, roller doors and roofs are safe and in good condition. |  |
| Doors, windows, locks and latches are in good condition and working order. Shed remains secure when unattended. |  |
| There is adequate ventilation.  |  |
| There is adequate lighting to work safely. |  |
| Running water is available inside the groundsman’s shed for drinking and emergency use. |  |
| Furniture, fixtures and fittings  | Action if required (✓ if no action) |
| All furniture is safe and in good condition. |  |
| Light fittings/fixtures and ceiling fans are in good condition and working |  |
| Storage  | Action if required (✓ if no action) |
| Flammable material is stored and handled in a safe manner.  |  |
| Required resources and equipment are stored safely. |  |
| Free standing shelves/cupboards are secured to ensure stability. |  |
| Waste containers are readily available  |  |
| Hazardous chemicals  | Action if required (✓ if no action) |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. |  |
| Hazardous chemicals are stored in their original containers and labelled appropriately. Decanted chemicals are stored in appropriate containers (NOT food containers – jars, tins, bottles, etc.) and clearly labelled.  |  |
| Chemicals including fuels are stored separately to the main work area. |  |
| Spill control systems are in place i.e. earth bunds, absorbing materials etc.  |  |
| No banned substances or timbers are present.  |  |
| Stored class 3 packaging group II (includes petrol) is less than 250 litres. Stored class 3 packaging group III (includes diesel) is less than 1,000 litres. Placard and manifest duties are required above these quantities. |  |
| Incompatible substances are stored away from each other; e.g. herbicides stored away from insecticides and fungicides; fuels are stored away from fertilisers. |  |
| Appropriate washing/dousing facilities are available in the event of an accident with chemicals. |  |
| Electrical  | Action if required (✓ if no action) |
| Electrical equipment and power cords are in good condition and tested as required by the department’s electrical testing procedure.  |  |
| All new power boards purchased have an overload switch. |  |
| The area has fixed safety switch (Residual Current Device (RCD)) protection.  |  |
| Electrical cables/cords are kept clear of walkways etc. |  |
| Plant  | Action if required (✓ if no action) |
| Manuals are available for operating equipment and machinery. |  |
| A maintenance register is in place for all equipment and machinery that requires regular maintenance and/or servicing. |  |
| Moving parts of all machinery and equipment is guarded in accordance with the regulations and manufacturer instructions. |  |
| All machines are fitted with the appropriate safety signs and SOPs.  |  |
| No machinery and equipment is hazardous due to noise, fumes or other factors.  |  |
| Dust extraction systems are fitted and working efficiently where required. |  |
| Residual Current Devices are installed and function correctly. |  |
| ‘In-house designed and built’ plant and machinery has been risk assessed and approved by the officer in charge to verify it operates safety for the purpose intended. |  |
| Grounds machinery and vehicles  | **Action if required (✓ if no action)** |
| Tractors and mowers are fitted with roll-over protection if weight greater than 560kg. |  |
| A fire extinguisher is available to tractor/machinery operators. |  |
| Guarding is in place and in good condition. |  |
| General  | Action if required (✓ if no action) |
| Sheds are lockable. |  |
| Rubbish and vegetation is not accumulated around the shed. |  |
| Other hazards such as sharps, glare, noise, fumes or vermin have been identified and are controlled in a safe and approved manner. |  |
| Use the following space to record additional issues or hazards. | Action if required (✓ if no action) |
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