



Proactive Visits to Trampoline and Gymnasium Campaign Checklist

COMPLIANCE PROJECT:	<input type="text"/>	DATE:	<input type="text"/>	TIME:	<input type="text"/>
LOCATION:	<input type="text"/>	WHS INSPECTOR (1):	<input type="text"/>		
PCBU - LEGAL NAME:	<input type="text"/>	WHS INSPECTOR (2):	<input type="text"/>		
PCBU – TRADING AS:	<input type="text"/>	SITE CONTACT NAME:	<input type="text"/>		
ABN:	<input type="text"/>	SITE CONTACT NUMBER:	<input type="text"/>		
Australian Trampoline Parks Association member (please tick if yes) <input type="checkbox"/>					

AUDIT TOPIC/ AREA	YES	NO	N/A	WHS PN	WHS IN	V	COMPLIANCE ACTION/ COMMENTS
WHS AWARENESS							
What processes does the venue have to ensure health and safety? - WHS Policy - Risk register - Safety rules - Risk Assessments - Safety meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Does the venue have safety rules and are participants, staff, volunteers and visitors aware of them? - Safety rules are displayed at the facility in appropriate locations (by equipment) - Risk warning condition of entry explained to patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are managers and workers involved in all safety decisions and developing safety initiatives? - Workers involved in safety decisions procedure development and risk assessments - Issues raised during the pre-start talks/team meetings/committee meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
All supervision is conducted by a competent person? - Workers are inducted - Trainee workers are supervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
FACILITY AND EQUIPMENT							
The layout of equipment is safe? - a risk assessment has been conducted to identify any risk of injury due to the layout of equipment - a risk register identifies the risk of injury due to the layout of equipment and control measures are implemented - there are designated walkways - manufacturer's instructions/specifications are used to guide the layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is the equipment is maintained and safe to use? - items of plant registration in place - items of design registration in place - equipment policy - equipment SOP - equipment checklist - equipment safety inspection checklist are in place - equipment checklist documented (e.g. maintenance issues are actioned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



AUDIT TOPIC/ AREA	YES	NO	N/A	WHS PN	WHS IN	V	COMPLIANCE ACTION/ COMMENTS
- a process is in place to check the compression of matting							
Do the trampolines, mats and other equipment appear to be maintained and safe to use? - Equipment appears to be maintained - Equipment is stable e.g. not positioned on matting causing the item to be unstable, equipment is adequately bolted to the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
The risk of contact with hard surfaces has been controlled? - Where equipment is located near a wall and there is a risk of contacting the wall, the wall is padded - Walls are not used as terminating points for games, relays or landing from springing devices - Matting is used to cover solid surfaces of the equipment that could be inadvertently contacted e.g. the metal feet of a beam - Matting is provided on all floor surfaces that could be contacted intentionally or otherwise - Appropriate matting is provided in designated landing areas - Appropriate matting is provided on areas surrounding designated landing areas - Springs on tramps are covered with matting - Pits are adequately edge padded and filled to the top of the pit and also have extra block padding under the foam - Matting does not appear to be worn and compressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Access to unsupervised equipment is restricted? - Physical barriers - Signage - Unused or damaged equipment is stored away and tagged out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
EMERGENCY MANAGEMENT AND INCIDENT RECORDING							
Injuries are managed? - injury/incident policy and procedure exists and are accessible - injuries and incidents are evaluated and control measures are implemented - notifiable events are notified to SafeWork SA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
First aid is managed? - first aid policy and procedure exists - at least one first aider is on site and available - an appropriately stocked first aid kit is available on site and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
The risks associated with emergencies are managed? - emergency procedures are documented and displayed - all staff are trained in emergency procedures and this is documented - fire drills are conducted at least yearly - emergency procedures are displayed at the facility - fire extinguishers are tested and maintained and are available and staff are trained in their use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

PN = Prohibition Notice; **IN** = Improvement Notice; **V** = Verbal Direction (& completed immediately); **N/A** = Not Applicable (provide reason in comments column)