



Public Liability checklist

1. Do floors, stairs and aisles have a smooth, nonslip surface, uncluttered and free of obstruction? Have all loose or damaged floor coverings or mats been made safe?
2. Are buildings well maintained with no loose boards or bricks? Are pavers and walkways checked regularly to ensure that there is a firm even surface, free from potholes?
3. Is there sufficient lighting on stairs and steps? Is external lighting adequate?
4. Do all stairways have secure handrails on both sides of the stairs?
5. Is the tread on stairs and steps worn? Is coloured tape or bright paint used to highlight stairs that may be difficult to see?
6. Are there adequate means of exit in an emergency and are these exits free from obstruction? Ensure exit signs illuminate in the dark.
7. Do all exit doors open outward?
8. Is there any low protruding walls or other protruding objects that people could trip over or bump into? Tip: Try to keep bags away from walkways.
9. Is the property on which the buildings are situated well kept, i.e. grass mown?
10. Is proper supervision/instruction given in the use of mowers, chainsaws, etc?
11. Are trip hazards reduced by removing power cords from floors? If power cords are temporarily lying on the floor are they securely taped so that they lay flat on the floor?
12. Does your organisation have an asbestos register to record and identify asbestos in buildings? An inspection should be carried out annually by a registered inspector.



13. Are all entries to and exits from car parks safe for pedestrians and traffic? Are speed limiting signs installed?
14. Is all glass in low windows and doors marked or protected?
15. Are contractors required to report to the office upon arrival? Your organisation should insist that all contractors have current public liability insurance of no less than \$10 million and should request a certificate of currency from the contractor as evidence of their public liability cover. It is also wise to provide contractors with an identifying badge, which is to be returned to the office prior to leaving.
16. Is the storage of flammable and toxic substances in accordance with relevant regulations? Have Material Safety Data Sheets (MSDs) been obtained? Are first aid kits up to date and properly stocked?
17. Ensure necessary background checks have been undertaken for volunteers and workers.
18. Are your volunteers physically able to carry out the tasks they undertake? Do they require training for the work they undertake? Any tasks involving high risks, i.e. use of machinery, climbing to significant heights should be undertaken by paid contractors.
19. Is playground equipment inspected monthly for general safety? Are damaged or worn out components repaired immediately and signed off on the checklist? Attention should be paid to the type of loose fill surface; distances students can fall from a piece of equipment, exposed ends of threads and other protruding objects etc. Ensure that people are unable to climb onto shade sails and use them as a trampoline. There have been serious injuries occur and even fatalities as a result of this activity.
20. Is there a system in place to ensure the availability of all pertinent OHS & W information to all staff?



21. Fairs and Fetes - Are all operators of entertainment rides, bounce castles and the like asked to produce evidence of their own liability policy? If the operator does not have a current liability policy they must not be allowed to provide their service. If a person is injured on one of the previously mentioned activities, no cover is provided by our public liability insurer. Your organisation is covered by its public liability policy, where its staff or volunteers are found to be negligent. In the sale and provision of food, ensure you have complied with the food handling laws.