**Plimmerton Croquet Club Inc**

**Safety Officer’s Checklist – Level 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Required Check** | **Frequency** | **Date** | **Date** | **Date** | **Date** |
| Notice giving Emergency Service phone numbers is on wall in the Equipment Shed and Clubhouse. | Annually in September. |  |  |  |  |
| First aid kit contents complete. | Annually. |  |  |  |  |
| General grounds and Clubhouse hazard review & report. | September, March. |  |  |  |  |
| Visitor Safety Plan is up to date | Annually |  |  |  |  |
| Visitor Safety Plan is being implemented and established procedures followed | Annually |  |  |  |  |
| Risk Register reviewed annually | Annually |  |  |  |  |
| Risk Register actions completed | Annually |  |  |  |  |
| PCC Machinery Register up to date | Annually |  |  |  |  |