





Hazard Review Check Sheets


The following hazard review check sheets should be used as a guide only. Different clubs, centres, associations and environments will have unique hazards and operational risk exposures, which should be assessed and determined on an individual basis. The risk categories are synonymous with the qualitative risk assessment matrix outlined in the Quantifying Risk area of the Hazards section of the manual.

| Hazards | Causes | Risk Category | | | Planned Risk Prevention Measures | Revised Risk Category | | |
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| Hazard Review | | | | | | | | |
| Court Enclosures | | | | | | | | |
| Limited Baseline Area | A baseline less than 3.05 Ms (10 ft) from a rear fence is deemed a serious hazard. If it is less than 5.48 Ms (18 ft) it is a moderate hazard. | | | | Extending the courts enclosure would be the ideal control. Other control measures include padding on fences, condition of fences, etc. | | | |
| Limited Sideline Area | A sideline less than 2.13 Ms (7 ft) from a side fence is deemed a serious hazard. If it is less than 3.66 Ms (12 ft) it is a moderate hazard.  | | | | Extend the courts enclosure or in some cases adjust distances between courts would be the ideal control. Other control measures include padding on fences, condition of fences, etc. | | | |
| Limited Gap between Courts | A gap less than 2.44 Ms (8 ft) between unfenced courts is deemed a serious hazard. If less than 4.27 Ms (14 ft) it is a moderate hazard. | | | | Extend the courts enclosure. | | | |


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| Internal open drain (trip hazard) | Any open drain within the courts' enclosure offers a potential hazard. This includes drains that may be well away from the playing area (eg next to a back fence). Players have been known to sustain injuries when retrieving balls. | | | | Move drains outside enclosures or cover open drains with a grate. Grates should be clearly visible. | | | |
| Unstable grated drainage pit | Drainage pit covers that do not fit neatly into concrete surrounds are hazardous. Rusted grates could also give way under foot. | | | | Reconstruct top of drainage, pit - replace rusted grate covers. | | | |
| Surfaces not extended to surround | Some court playing surfaces do not extend fully to the court surround or fence. Grass verges, or verges with loose material, present slip hazards.  | | | | Extend court surfaces, seal verges (eg. with asphalt or concrete). | | | |
| Different adjoining surfaces | Different adjoining court surfaces (ie without an intervening barrier) can present a slip hazard to players - noting that each type of surface has different slip/grip characteristics. | | | | Adopt common surfaces or construct appropriate barriers if space permits. | | | |


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| Poor positioning or securing of accessories | A common hazard with many courts is the poor location and/or securing of accessories such as heavy rollers, drying rollers, on court hoses and drag mats. | | | | Store and secure accessories (to prevent movement) well clear of the playing surfaces and/or in safe places outside court enclosures or on side fences at the net line. | | | |
| Unsafe Umpire Chairs/Seating | There is a broad range of such equipment, in many instances home made. Such equipment must be stable (suggesting broad based) and maintained in good repair. Loose, broken or ill-fitting seats are hazardous. Protruding or rusting metal is hazardous. | | | | Repair or replace unsafe chairs/seats. Chairs should be certified to carry a certain weight. | | | |
| Court Surfaces | | | | | | | | |
| Potential Trip Hazard | <p>Deep depressions or raised areas (eg from breaks in pavements or tree root intrusion) are trip hazards.</p>  | | | | Maintain a level, even surface by whatever means necessary. Remove any trees or large bushes within 3 metres of fence lines. | | | |



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| Potential Slip Hazard Foreign materials (leaves, twigs, other debris) on courts surfaces can create slip hazards. Poorly drained or poorly maintained surfaces (eg. presence of moss or algae) can also be slippery. |  | | | | Regularly remove foreign materials and keep surfaces well maintained. Remove origin of foreign materials. | | | |
| Court Lines | | | | | | | | |
| Broken or Raised Lines and/or Protruding Nails | A chipped, broken or raised line on porous courts presents a trip hazard which could cause serious injuries. | | | | Regularly maintain lines to remove underlying build-up and flatten line. Replace chipped or broken lines. | | | |
| Nets | | | | | | | | |
| Nets in poor condition or not properly secured | Includes holes in nets, broken tapes, hems, not secured at ends, no centre net strap, exposed wire ends. While seemingly an unlikely source of injuries, players have been known to catch themselves on a net (perhaps as it is blown up with wind gusts) which, in turn, can cause a fall. | | | | Repair or replace defective nets. Secure nets correctly to the net posts at the top and the bottom and place and secure the centre net strap. | | | |

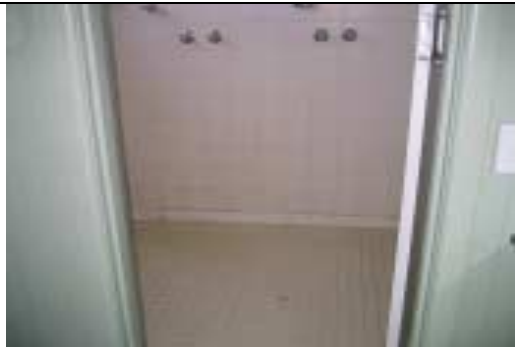
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| Frayed Net Wire Ends | Exposed wire ends can be a minor hazard with people changing ends. | | | | Cut off and/or tape frayed ends and secure loose ends. | | | |
| Net Posts | | | | | | | | |
| Net Winders | For some older external net winders, the protective knobs have disappeared. This will sometimes leave a jagged stem. | | | | Check the net winder handles and if hazardous repair or replace. Change the net winder mechanism to the latest style featuring "drop down" handles. | | | |
| Net Posts not stable or leaning | A non-stable or leaning net post in itself may cause injury (due to collapse) but it is more likely to inhibit the Club from properly tensioning the net with a centre net strap or to maintain the net at regulation height. | | | | Replace net post footing. | | | |
| Perimeter Fencing | | | | | | | | |
| Curled fence bottoms | <p>A common occurrence at most Clubs is the curled fence bottom. This results in the jagged bottom edge of the chain-mesh extending into the enclosure.</p>  | | | | Lift and re-tension the fence, cut and knuckle the excess at the bottom, install a bottom rail and secure fence to it or install a wooden plinth inside the fence at its bottom. | | | |


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| Breaks, holes, rust | Rusty chain-mesh is a sign of weakening that will sooner or later lead to breaks and holes. This, in turn, creates a potential for injury (eg. catching on jagged ends). | | | | Repair breaks or holes, replace aging fence wire. Ensure steel ties are covered or removed. | | | |
| Projections or attachments | Attachments such as sponsorship signs can become a potential for injury if not firmly secured. Attachments that project more than 50mms into an enclosure (eg. large hooks for hanging drag mats, unattached windscreens flapping in the wind) can also be dangerous. | | | | Regularly check all fence attachments. Ensure steel ties are covered or removed. | | | |
| Gates not easily secured | Most cyclone gates use padbolts but a number are difficult to operate (eg. you have to lift the gate to engage the padbolt). The potential for injury is for a player to run into the edge of an open gate or to have the gate give way unexpectedly. Other manual handling injuries and strains are also potential hazards. | | | | Adjust the gate hinges, redrill the holes for the padbolts or use an alternative locking mechanism. | | | |
| Internal brick or other surrounds | Some fences are not flush with internal court surrounds (brick or other). A gap of more than 150mms is hazardous. | | | | Such gaps should be fill or covered. | | | |
| Internal Retaining Walls | Some sites have exposed retaining walls sometimes with fencing extended | | | | Install cyclone mesh fences to court level inside retaining walls. | | | |


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| | from the top of the wall (often to save money) | | | | | | | |
| Light Poles | | | | | | | | |
| Poor positioning - not padded | Light poles should desirably be located outside the fence-line or integrated into it. | | | | Either have the light poles moved or install protective padding. | | | |
| |  | | | | | | | |
| Concealed footing | Light pole footings covered over by red porous, dirt, grass etc. are more susceptible to rusting, and subsequent collapse, given the held moisture content of the surrounding material. | | | | Regularly inspect light poles and bases for signs of corrosion, deterioration and any abnormal movement of the poles and, if found, initiate corrective action using specialist contractors. | | | |
| Signs of rust | Light pole footings and all structural componentry, including extension arms and fittings, are subject to corrosion from the elements - as above. | | | | Any signs of rust should be immediately addressed for the previously stated reason. | | | |
| Evidence of movement | Some light poles have been known to fall unexpectedly. With wooden poles you cannot see the portion that is located below ground level. | | | | Ensure the footings for any "bolted" light poles are exposed. | | | |


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| Insecure locking mechanism | | | | | The locking mechanisms for cantilever or hydraulic type poles should be regularly checked to ensure there are no problems. | | | |
| Possible overloading | Light poles (and their footings) are constructed to carry specific loads eg. one light fitting. | | | | If additional fittings are to be added the rating of the pole should be checked. | | | |
| Club House and Surrounds | | | | | | | | |
| Unstable high objects |  <p>Poorly erected signage, honor boards, plaques, etc due to old walls or fittings, or incorrect construction of hooks, etc.</p> | | | | Any high objects located more than 2.5 metres above the ground (eg. promotional club signs) should be regularly checked to ensure they are securely fastened. | | | |
| Lack of safety glass | All Clubhouse windows and glass doors should be fitted with safety glass in accordance with Australian Standards. | | | | Ensure glass is compliant if it creates a hazard in the immediate playing zone; Glass should have visibility lines or frits. | | | |


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| <p>Lack of safety railings</p> |  <p>Safety railing is needed at the top of any retaining wall, or elevated verandah, where an accidental fall could cause injury.</p> <p>Railings should also be installed where there are steps or stairs leading down to courts or interconnecting courts.</p> | | | | | | | |
| <p>Unsatisfactory pathways</p> | <p>Much of this can occur through tree root damage causing cracked and lifted surfaces, old pathways that have been broken up and poorly laid stones.</p>  | | | | <p>Any abnormal unevenness in pathways or paved areas should be eliminated.</p> <p>Tree root barriers should be installed to prevent re-occurrences.</p> | | | |

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| No security lighting | Permanent or sensor initiated lights are needed to allow players to enter and leave Club premises at night. There should also be some form of safety lighting (eg. ground installed garden lights) to provide light for players to leave courts safely after automatic timers suddenly turn off court lights. | | | | | | | |
| Lack of off-street parking | A major safety hazard relates to parking. | | | | Every effort should be made to secure and maintain well-organised off-street parking or, as a minimum off-street drop off areas. | | | |
| Showers and amenities in poor condition |  <p>Floor surfaces are not adequately maintained, drainage is not adequate and surfaces are slippery from excessive water.</p> <p>Floors are in a poor condition (eg. broken tiles).</p> | | | | Locker rooms and showers should be reviewed for safety and accessibility; Floors should be properly drained and have non-slip surfaces or non-slip strips applied to the surface to eradicate. | | | |

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| Electrical appliances not tested and tagged |  | | | | All electrical equipment should be tested and tagged by a qualified electrician to ensure it is fit for purpose. | | | |
| | Faulty electrical equipment or old equipment creating electrical shock hazards. Fire hazards in the club house or the maintenance sheds due to poor condition of equipment. | | | | | | | |

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| Fire Extinguishers and Fire Fighting Equipment not adequate | <p>Fire fighting and emergency response equipment is inadequate for the environment it is situated (correct equipment required for hot oil fires in kitchens).</p> <p>Fire fighting equipment not serviced or tested in accordance with servicing requirements.</p> <p>Inadequate smoke detection and sprinkler systems in the buildings.</p> <p>Inadequate or no fire hose reels in the buildings.</p> | | | | <p>Extinguishers should be tested and serviced in accordance with the requirements for servicing</p> | | | |
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| Poor hygiene and associated illness | Poor food preparation, unclean kitchens, toilets and other facilities; Non-compliance with health regulations. | | | | | | | |
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| Workshops and Maintenance Sheds | | | | | | | | |
| Workshop tools and equipment in poor condition and/or not guarded | Unguarded machinery, unsafe hand tools, grinders, other mechanical equipment causing personal injury; Incorrect or no Personal Protective Equipment (PPE) supplied or worn by personnel required to use the equipment. | | | | Condition, inspection and maintenance requirements schedules should be captured in scheduled safety inspections/audits; Pre-use inspections should be conducted prior to using equipment; Faulty equipment should be tagged "out of service" and not used. | | | |

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| Chemical Management systems inadequate | Poor chemical management plans and procedures or no plans and procedures in place. | | | | Material Safety Data Sheets (MSDS) available on site; Personnel trained in the requirements of the MSDS for the required chemical. | | | |
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