





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		
		E/H	M	L		E/H	M	L
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.							
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. 							
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.							


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Hazard Review								
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.							
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.							
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. 							
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.							


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Hazard Review								
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.							
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.							
Court Surfaces								
Potential Trip Hazard	<p>Deep depressions or raised areas (eg from breaks in pavements or tree root intrusion) are trip hazards.</p> 							



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Hazard Review								
<p>Potential Slip Hazard</p> <p>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.</p> 								
Court Lines								
<p>Broken or Raised Lines and/or Protruding Nails</p> <p>A chipped, broken or raised line on porous courts presents a trip hazard which could cause serious injuries.</p>								
Nets								
<p>Nets in poor condition or not properly secured</p> <p>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.</p>								


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Frayed Net Wire Ends	Exposed wire ends can be a minor hazard with people changing ends.							
Net Posts								
Net Winders	For some older external net winders, the protective knobs have disappeared. This will sometimes leave a jagged stem.							
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.							
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> 							


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Hazard Review								
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).							
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.							
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.							
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.							
Internal Retaining Walls	Some sites have exposed retaining walls sometimes with fencing extended							


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Hazard Review								
	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.							
								
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.							
Signs of rust	Light pole footings and all structural componentry, including extension arms and fittings, are subject to corrosion from the elements - as above.							
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.							


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Insecure locking mechanism								
Possible overloading	Light poles (and their footings) are constructed to carry specific loads eg. one light fitting.							
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>							
Lack of safety glass	All Clubhouse windows and glass doors should be fitted with safety glass in accordance with Australian Standards.							

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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> 							

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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.							
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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Hazard Review								
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.							
								
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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Hazard Review								
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.			
	