Rotary
District 9510

REVIEW EDITION

F02 CONFIGURED SUPPORTING DOCUMENT

Safety Checklist

A controlled, editable working derivative for M-T1-CP-19-SD-02. Complete local facts, approvals and operational evidence before use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Controlled field	Controlled value
Status	**REVIEW — configured derivative; not approved for operational release**
Supporting-document code	M-T1-CP-19-SD-02
Exact derivative title	Safety Checklist
Source initiative	M-T1-CP-19 - Rotary Volunteer Day
Source initiative code	M-T1-CP-19
Source initiative title	Rotary Volunteer Day
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-19 - Rotary Volunteer Day
Canonical parent code and title	M-T1-CP-19 - Rotary Volunteer Day
Named overlay or migration label	Canonical cleared service-delivery body
Redirect or tombstone route	None — retained canonical with stable source code
Production family	F02 — People, Roster and Safety
Family master	Playbook_F02_People_Roster_Safety_Master.md
Family master version	1.0, issued 1 August 2026
Index authority	Playbook Supporting Documents Master Index v1.1, issued 2 August 2026
Family / master version	F02 / 1.0
Recorded master SHA-256	e9c57df5391e7774a9c00b8ac8ca21906d0c5c2f1e87592601079309620a9b74
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F02 Section 20 — M-T1-CP-19-SD-02 cleared service-delivery safety overlay
Derivative version	0.1
Release status	**REVIEW — initiative-configured working derivative; competent local safety approval required before work**

Adaptation note: This derivative applies the canonical cleared service-delivery controls for Rotary Volunteer Day. It defines the task and boundary between volunteer and licensed/technical work; confirms site, landowner, environmental, traffic, tool, plant, substance, insurance and child-safe requirements; matches capability to tasks; controls site inspection, zones, equipment, PPE, briefing and stop-work; and accounts for people, tools, waste and site condition at close.

> This checklist supports an approved safety process; it is not a risk assessment, safe-work method, legal opinion, technical instruction or insurance determination. The accountable organisation and competent project/safety leads must confirm the current jurisdiction, site and task requirements.

1. Instructions

1. Define the service task, beneficiary, site, completion standard and exclusions before accepting volunteers.
2. Complete the project gate and task-specific approved risk method before assigning names.
3. Appoint a competent project lead and task supervisors; verify licences, qualifications, screening, induction and supervised practice where required.
4. Brief and sign on every person before work. Give every person authority to stop and report.
5. Stop and reassess after any near miss, control failure, unexpected condition or change of task.
6. Keep injury, safeguarding, health and other sensitive detail in restricted records; enter only the reference here.

2. Controlled project fields

Field	Entry
Volunteer Day project / code	____________________
Beneficiary / partner	____________________
Site / landowner / controller	____________________
Date and work window	____________________

Field	Entry
Defined service task	________________________
Completion and handback standard	________________________
Explicit volunteer-work exclusions	________________________
Accountable sponsor	________________________
Competent project lead / alternate	________________________
Safety lead / first-aid contact	________________________
Task supervisor(s)	________________________
Safeguarding lead	________________________
Related approved F01 plan and risk method	________________________
Emergency access / meeting point	________________________
Incident, equipment and records locations	________________________

3. Project safety gate

Gate question	Decision / evidence / approved condition	Owner	Complete
Who controls the workplace/site and what directions apply?	________________________	______________	[ ]
What work is suitable for volunteers and what is licensed, technical or contractor-only?	________________________	______________	[ ]
What WHS, council, environmental, traffic, landowner or permit requirements apply?	________________________	______________	[ ]
What insurance cover, exclusions and notification conditions apply?	________________________	______________	[ ]
What tools, plant, vehicles, electrical/gas systems or hazardous substances are involved?	________________________	______________	[ ]
What competence, age, screening, induction, supervision or PPE is required by task?	________________________	______________	[ ]
What child-safe and parent/carer handover controls apply?	________________________	______________	[ ]
What weather, heat, manual handling, fatigue, accessibility and welfare controls apply?	________________________	______________	[ ]
What emergency, first-aid, communication, evacuation and incident routes apply?	________________________	______________	[ ]
What incomplete-work, waste, damage and site-handback controls apply?	________________________	______________	[ ]

Gate decision: Approved / Approved with conditions / Redesign required / Do not proceed **Competent reviewer, date and evidence location:**

____

4. Task, competence and supervision register

Task / zone	Completion standard	Main hazards / approved controls reference	Volunteer boundary	Required competence / screening	Named supervisor	Supervisor ratio/model	A a
______________	______________	______________	______________	______________	______________	______________	_
______________	______________	______________	______________	______________	______________	______________	_
______________	______________	______________	______________	______________	______________	______________	_

5. Volunteer allocation readiness

Volunteer ID / preferred name	Assigned task	Capability/adjustment checked	Competence or induction evidence	Supervisor	PPE/equipment	Briefing	Sign-on	Sign-off
______________	______________	[ ]	______________	______________	______________	[ ]	[ ]	[ ]
______________	______________	[ ]	______________	______________	______________	[ ]	[ ]	[ ]

Do not store certificates, diagnoses, screening reports or identity documents here. Record minimum verified status and keep evidence in its authorised restricted location.

6. Before work begins

Site and emergency

- [ ] Competent site inspection completed and unexpected conditions resolved.
- [ ] Site boundary, emergency access, meeting point and communication tested.
- [ ] Weather, facilities, water, shade, toilets and accessible routes checked.
- [ ] First-aid coverage, kit and emergency escalation are ready.
- [ ] Vehicle, public, participant, tool, material and waste zones are physically clear.
- [ ] Hazards are isolated; restricted areas and incomplete work are marked.

Tools, equipment and materials

- [ ] Tools, plant and equipment are inspected under the approved system.
- [ ] Operators/users match the competency and supervision plan.
- [ ] Guards, leads, fuel, batteries, isolation and emergency stops are checked by a competent person where applicable.
- [ ] Hazardous substances have approved storage, handling, information and spill controls.
- [ ] Required PPE is suitable, issued, fitted and checked; PPE is not used as the only control.
- [ ] Manual-handling method, team lifts and mechanical aids are demonstrated.

People briefing

- [ ] Project purpose, task boundary and completion standard are clear.
- [ ] Each task is demonstrated and understanding or supervised practice confirmed.
- [ ] Stop-work authority, changed-condition review and supervisor contacts are clear.
- [ ] Emergency, first-aid, incident and near-miss routes are clear.
- [ ] Safeguarding, conduct, public interaction and photography controls are clear.
- [ ] Environmental, waste and site-protection controls are clear.
- [ ] Breaks, hydration, fatigue, fit-for-task and safe departure are clear.

Authorised start by project/safety lead / date-time: ______________________________

7. Dynamic work check

Complete at the approved review frequency and whenever conditions or work change.

Date/time	Task / area	People accounted	Weather/site condition	Controls working	Fatigue/welfare	New condition or change	Decision	Lead
__________	______________	[ ]	______________	[ ]	______________	______________	Continue / Modify / Pause / Stop	______________
__________	______________	[ ]	______________	[ ]	______________	______________	Continue / Modify / Pause / Stop	______________

8. Stop and reassess record

Reference	Date/time	Trigger	Immediate protection / isolation	Work stopped	Person supported	Competent reassessment	Restart / redesign / abandon decision	Approved
______________	__________	Near miss / failure / change / unexpected condition / other	______________	[ ]	______________	______________	______________	________

No person may be pressured to continue or penalised for a good-faith safety, fatigue, safeguarding or welfare report.

9. Emergency and escalation card

Function	Name / organisation	Contact	Location / route
Project lead	________________	________________	________________
Safety lead	________________	________________	________________
First-aid contact	________________	________________	________________
Safeguarding lead	________________	________________	________________
Site/landowner control	________________	________________	________________
Emergency services	Australian emergency number	000	Call for immediate danger
Environmental / council route	________________	________________	________________
Insurer / organisational escalation	________________	________________	________________

10. Sign-off, count and handback

Close item	Expected	Actual	Variance / issue	Owner / action due	Accepted
Volunteers and supervisors accounted	____	____	________________	________________	[ ]
Tools / equipment returned	____	____	________________	________________	[ ]
Materials / stock reconciled	____	____	________________	________________	[ ]
Waste / environmental controls complete	____	____	________________	________________	[ ]
Incomplete work isolated and handed over	____	____	________________	________________	[ ]
Site condition / damage / restoration	N/A	N/A	________________	________________	[ ]

11. Close-out and REVIEW approval

- [ ] Every person has signed off and has a safe departure arrangement.
- [ ] Incidents, injuries, near misses, environmental issues, damage and welfare concerns are transferred by authorised reference.
- [ ] Tools, PPE, substances, materials, waste and site condition reconcile.
- [ ] Incomplete work and residual risk have an accepted owner.
- [ ] Briefing, competency and attendance evidence is secured.
- [ ] Lessons and corrective actions have owners and dates.

Approval role	Name	Decision	Date	Evidence
Competent project lead	________________	Task/site reconciled / Return for action	_________	________________
Safety/safeguarding reviewer	________________	Controls accepted / Conditions	_________	________________
Site/beneficiary representative	________________	Handback accepted / Conditions	_________	________________
Accountable sponsor	________________	Approved / Not approved	_________	________________

Until approved, this derivative remains **REVIEW**.