

Safety Check and Maintenance Form



All staff are required to complete the following form when a safety risk is observed at the centre or major maintenance is required. Staff are required to become familiar with the centre policy – Safety Check and Maintenance.

To be completed by staff who identified the issue:

Identified safety risk or maintenance required (description): _____

Identified area of safety risk/maintenance: _____

Date safety risk/maintenance was identified: _____

Person making the report: _____

Signature: _____ Date: _____

To be completed by the Centre Director/Nominated Supervisor:

Has Maintenance Manager been informed of safety risk/maintenance: _____ yes / no

How will the risk/maintenance issue be managed by staff until fixed/resolved? _____

Final Outcome: _____

Nominated Supervisor Signature: _____

Date: _____ Centre location: _____