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| **Tool 6: Hazard checklist template** |

This checklist template for hazard checking for children could be modified to include any workplace hazards

to all people that should be considered on every day of operation. The person completing the checks should

initial the boxes. See the list of common potential hazards for early learning services

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| DAILY HAZARD CHECKLIST | Week Beginning: |
| **Items to Check** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Hazard noted****Action needed** | **Notes** |
| **Gates/Fences** | eg,JD |  |  |  |  |  |  |
| **Rubbish/Animal****droppings** | JD |  |  |  |  |  |  |
| **Sandpits** | JD |  |  |  |  |  |  |
| **Bark areas** |  |  |  |  |  |  |  |
| **Swings** |  |  |  |  |  |  |  |
| **Mobile equipment** |  |  |  |  |  |  |  |
| **Poisonous plants, weeds** |  |  |  |  |  |  |  |
| **Sheds** |  |  |  |  |  |  |  |
| **Water hazards** |  |  |  |  |  |  |  |
| **Rubbish bins** |  |  |  |  |  |  |  |
| **Hazardous substances** |  |  |  |  |  |  |  |
| **Kitchen/Toilets** |  |  |  |  |  |  |  |
| **Storeroom** |  |  |  |  |  |  |  |
| **Inside play area** |  |  |  |  |  |  |  |
| **Electrical hazards** |  |  |  |  |  |  |  |
| **Access to exits and fire****equipment** |  |  |  |  |  |  |  |
| **Broken equipment** |  |  |  |  |  |  |  |
| **Hazards from any****building or repair work** |  |  |  |  |  |  |  |
| **Windows/areas of****glass** |  |  |  |  |  |  |  |
| **Others... [insert rows]** |  |  |  |  |  |  |  |
| **Checked and signed by:** |  |
| **Date:** |  |