

SAFETY AUDITS

“The operator of a Retirement Village must ensure that the village generally is reasonably safe”.

Operators are now required to:

- Prepare written **safety and emergency procedures**,
- Undertake a **safety inspection** at least once per year
- Prepare a written **safety inspection report**
- Make a copy of the report available to the Residents Committee (if any)
- Place a copy of the report on the notice board in a communal area - Display for 1 mth
- Take such other action as the regulations may require to ensure that the village generally is reasonably safe.

Example questions from a typical Safety Audit Tool

1 - FIRE SAFETY	Yes	No	Action
1.1 Is there an effective fire alarm?			
1.2 Is the fire alarm tested every three months?			
1.3 Is the fire alarm functioning correctly?			
1.4 Are fire exits clearly marked and easily identifiable?			
1.5 Are fire exits free from obstruction?			
1.6 Are emergency procedures displayed?			
1.7 Are the telephone numbers of emergency services clearly displayed?			
1.8 Are there regular fire evacuation practices?			
1.9 Have fire wardens been appointed and trained?			
1.10 Are fire extinguishers available?			
1.11 Are the fire extinguishers suitable to the type of fire that may occur.			
1.12 Are fire extinguishers serviced regularly?			
1.13 Are smoke detectors installed?			
1.14 Is a fire sprinkler system installed?			
1.15 Are fire sprinklers unobstructed?			
1.16 Is access to the hose reels unobstructed?			
1.17 Are flammable materials properly stored			

Other key headings to be developed as part of a Village Safety Audit Tool could include:

FIRST AID & EMERGENCY CALL
VILLAGE SECURITY & LIGHTING
COMMON PROPERTY EQUIPMENT & FURNISHINGS
GROUND & BUILDINGS
VILLAGE EQUIPMENT & TOOLS
ELECTRICAL
HAZARDOUS SUBSTANCES
PERSONAL PROTECTIVE EQUIPMENT
SAFE ACCESS - PEDESTRIAN & ROADWAYS
SAFETY SIGNAGE & MATERIALS DATA SHEETS
AIRCONDITIONING & VENTILATION
CATERING & HACCP OUTCOMES
LAUNDRY SERVICES
CONTRACTED SERVICES
TRANSPORT SERVICES

Refer also Retirement Village Accreditation tools available from Peak Industry Bodies

