



Family Day Care – Hazard Checklist

To be completed by educator when opening a care session within a YMCA WA service. Program / Service to amend checklist to suit their opening tasks.

Educator to sign off each sheet on completion

Educator : _____

Date: _____

Educator		Month	
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Task	Checked by	Tick when complete																				
Daily (enter date)																						
Equipment and resources in safe working order																						
All broken equipment disposed of																						
Floor clean and free from tripping hazards																						
Shelves organised and items are not stored above head height																						
Cords/cables do not pose a tripping hazard																						
Surfaces are neat and free of clutter																						
Office areas are neat and free of clutter																						
Cupboards are organised and safe for children to access resources																						
Paths/veranda swept and free of slip/trip hazards																						
Outdoor equipment in safe working order																						
Outdoor play equipment checked for natural hazards, i.e. spiders, snakes, tree branches, debris																						
Outdoor area checked for hazards such as broken glass, syringes, rubbish																						



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Date: _____

Task	Checked by	Tick when complete																		
Toilets/bathrooms are clean and are stocked with hand soap and paper towel																				
Toilet/bathroom floor is dry and free from slip/trip hazards																				

List any items requiring action below:

Date	Item	Action Taken	Responsible Person