

SAFETY. MATTERS. EVERYWHERE.

HOUSEKEEPING & CARAVAN PARK WHS COMPLIANCE PACK

**Meeting Safety Standards across
Australia and New Zealand**

A WHS Compliance Pack is your guide to:

- Identifying and managing workplace hazards
- Meeting legal health and safety obligations
- Developing clear safety procedures
- Training and protecting your team
- Reducing risks and liability



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HCPg012025 – WHS Policy for Housekeeping & Caravan Parks (2025)

Purpose

Commitment to providing a safe and healthy environment for staff and guests.

Procedures

- Comply with WHS Act 2011
- Consult with staff on safety
- Manage risks systematically
- Provide training & supervision

Activity

Activity: Create a Safety Commitment Board where staff sign onto the policy.

Item	Details / Tick
Employer Responsibilities	_____
Employee Responsibilities	_____

NOTES	

Supervisor Signature: _____

HCPg022025 – Cleaning & Chemical Safety Procedures (2025)

Purpose

Ensure cleaning tasks and chemical handling are carried out safely.

Procedures

- Store chemicals in labelled containers
- Maintain SDS access
- Wear PPE
- Never mix chemicals unless authorised

Activity

Activity: Conduct a chemical safety audit of your workplace.

Item	Details / Tick
Chemical Used	_____
SDS Available	_____
PPE Required	_____
Storage Location	_____

NOTES	

Supervisor Signature: _____

HCPg032025 – Guest Room & Facility Inspection Checklist (2025)

Purpose

Maintainsafe and compliant guest facilities.

Procedures

- Check alarms and fire safety devices
- Inspect electrical appliances
- Ensure floors are free from hazards
- Check bathrooms for risks

Activity

Activity:Conduct a mock inspection of a guest room.

Item	Details / Tick
Smoke Alarm Working	_____
Fire Extinguisher Accessible	_____
Electrical Safety	_____
Bathroom Safety	_____
Trip Hazards	_____

NOTES	

Supervisor Signature: _____

HCPg042025 – Laundry & Manual Handling Safety Guide (2025)

Purpose

Reduceriskof injury during laundry and handling tasks.

Procedures

- Usecorrect lifting techniques
 - Avoid overloading machines
 - Report faulty equipment -
- Wear gloves for soiled linen

Activity

Activity:Run a safe lifting demonstration with laundry bags.

Item	Details / Tick
Correct Lifting Used	_____
Machines Safe	_____
PPE Worn	_____
Hazards Reported	_____

NOTES	

Supervisor Signature: _____

HCPg052025 – Slips, Trips & Falls Prevention (2025)

Purpose

Minimiserisks of slips, trips and falls in all areas.

Procedures

- Use wet floors igns
- Secure carpets and mats
- Keep walkways clear
- Require non-slip footwear

Activity

Activity:Walk the site and identify potential slip hazards.

Item	Details / Tick
Wet Floor Signs	_____
Pathways Clear	_____
Footwear Compliance	_____
Flooring Safe	_____

NOTES	

Supervisor Signature: _____

HCPg062025 – Caravan & Cabin Fire Safety Procedures (2025)

Purpose

Firesafetycontrols specific to caravan and cabin accommodation.

Procedures

- Install/testsmoke alarms
- Maintain extinguishers and blankets
- Ensure clear evacuation routes
- Run annual fire drills

Activity

Activity:Conduct a mock fire evacuation.

Item	Details / Tick
Smoke Alarms Tested	_____
Extinguishers Accessible	_____
Evacuation Routes Clear	_____
Drill Completed	_____

NOTES	

Supervisor Signature: _____

HCPg072025 – Pool & Recreation Area Safety Checklist (2025)

Purpose

Ensure recreational facilities are safe for guests.

Procedures

- Secure pool fences
- Display safety signage
- Maintain water quality
- Provide rescue equipment

Activity

Activity: Perform a daily pool safety check.

Item	Details / Tick
Fences Secure	_____
Signage Visible	_____
Chemical Levels Correct	_____
Rescue Gear Available	_____

NOTES	

Supervisor Signature: _____

HCPg082025 – Emergency Evacuation Plan – Caravan Parks (2025)

Purpose

Prepare and practise safe evacuation procedures.

Procedures

- Display evacuation maps
- Train staff in roles
- Mark assembly points
- Run evacuation drills

Activity

Activity: Hold a practice evacuation drill with staff.

Item	Details / Tick
Evacuation Map	_____
Assembly Point	_____
Staff Roles	_____
Drill Records	_____

NOTES	

Supervisor Signature: _____

HCPg092025 – Incident & Injury Report Form (2025)

Purpose

Ensure all incidents and injuries are documented for corrective action.

Procedures

- Record time, place, persons
- Notify supervisor immediately
- Investigate incident
- Apply corrective measures

Activity

Activity: Complete a mock incident report as training.

Item	Details / Tick
Date & Time	_____
Location	_____
Persons Involved	_____
Incident Description	_____
Witnesses	_____
Corrective Actions	_____

NOTES	

Supervisor Signature: _____

HCPg102025 – Pest Control & Waste Management Log (2025)

Purpose

Track pest control treatments and waste disposal safely.

Procedures

- Record all treatments
- List chemicals used
- Keep waste logs
- Encourage recycling

Activity

Activity: Review past logs and check compliance.

Item	Details / Tick
Date	_____
Location	_____
Treatment	_____
Chemicals Used	_____
Waste Disposal	_____
Recycling Notes	_____

NOTES	

Supervisor Signature: _____