SAFETY. MATTERS. EVERYWHERE.

HOUSEKEPING & 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

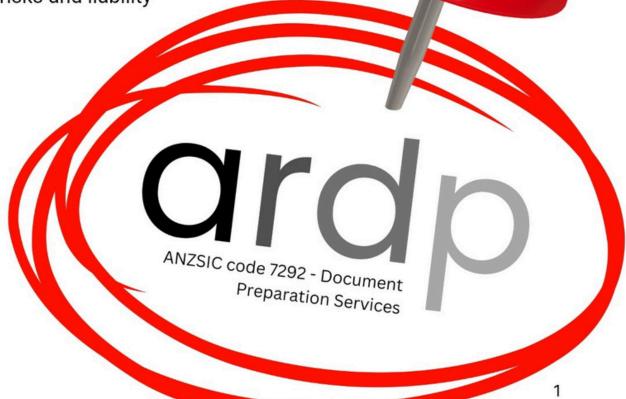


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HCPg012025 – WHS Policy for Housekeeping & Caravan Parks (2025)

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

Item

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

Employer Responsibilities			-
Employee Responsibilities			-
NOTES			

Details / Tick

Supervisor Signat	ure:		

HCPg022025 – Cleaning & Chemical Safety Procedures (2025)

Purpose

Ensurecleaning 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	

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	
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NOTES	

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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	

NOTES	

Supervisor S	Sianaturo:		

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	

NOTES	

٤	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

Ensurerecreational facilities are safe for guests.

Procedures

- Secure poolf ences
- Display safety signage
- Maintain water quality
- Provide rescue equipment

Activity

Activity:Perform a daily pool safety check.

Item	Details	1	Tick
Fences Secure			
Signage Visible			
Chemical Levels Correct			
Rescue Gear Available			

NOTES	

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Supervisor	Signature:		

HCPg082025 – Emergency Evacuation Plan – Caravan Parks (2025)

Purpose

Prepareand practise safe evacuation procedures.

Procedures

- Displayevacuation 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	

NOTES	

Supervisor Signature:	

HCPg092025 - Incident & Injury Report Form (2025)

Purpose

Ensureallincidents and injuries are documented for corrective action.

Procedures

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

Activity

Date & Time

Item

Activity: Complete a mock incident report as training.

Location		
Persons Involved		
Incident Description		
Witnesses		
Corrective Actions		
NOTES		
Supervisor Signature:		

Details / Tick

HCPg102025 – Pest Control & Waste Management Log (2025)

Purpose

Trackpestcontrol treatments and waste disposal safely.

Procedures

- Recordalltreatments
- List chemicals used
- Keep waste logs
- Encourage recycling

Activity

Item

Activity: Review past logs and check compliance.

Date		-
Location		-
Treatment		-
Chemicals Used		-
Waste Disposal		-
Recycling Notes		-
NOTES		
Supervisor Signature:		

Details / Tick