

SCAN ME



SAFETY. MATTERS. EVERYWHERE.

HOUSEKEEPING AND CARAVAN PARKS WHS COMPLIANCE PACK

Meeting Safety Standards across Oceania Pacific.

FREE

Your guide to safer, smarter workplaces.

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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HSPG012025 - WHS POLICY STATEMENT

Purpose:

This policy outlines _____commitment to providing a safe and healthy workplace for all employees, contractors, visitors, and guests within housekeeping and caravan park environments.

Policy Statement

Our organisation recognises that effective housekeeping practices are essential for preventing slips, trips, falls, and exposure to harmful substances. We are committed to:

- Complying with the Work Health and Safety Act 2011 (Cth), Work Health and Safety Regulations 2011, and relevant Australian Standards.
- Providing safe systems of work for cleaning, waste disposal, and use of chemicals.
- Ensuring staff are trained, competent, and supplied with appropriate personal protective equipment (PPE).
- Maintaining clear procedures for spill management, chemical handling, and emergency response.
- Conducting regular risk assessments for housekeeping tasks, caravan park dump points, and large vehicle movement areas.
- Promoting continuous improvement by reviewing and updating safety practices in line with legislative changes and industry standards.

Responsibilities

- Management is responsible for implementing this policy, providing resources, and ensuring compliance with WHS obligations.
- Supervisors must monitor staff practices, report hazards, and enforce safe work procedures.
- Employees & Contractors are required to follow all safe work instructions, use PPE correctly, and immediately report hazards, incidents, or near misses.
- Visitors & Guests must comply with safety signage and directions provided by staff.

Review

This policy will be reviewed every two years, or earlier if there are significant changes in legislation, workplace practices, or incident data.

Signed: _____

Position: Business Operator

Date: _____

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 procedures.

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

Maintain safe 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

Reduce risk of injury during laundry and handling tasks.

Procedures

- Use correct lifting techniques
- Avoid overloading machines
- Report faulty equipment
- Wear gloves for laundry services & bed changes.

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

Minimise risks of slips, trips and falls in all areas.

Procedures

- Use wet floors signs
- 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

Fire safety controls specific to caravan and cabin accommodation.

Procedures

- Install/test smoke 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: _____