Project Safety and Area Isolation Checklist

Pro Karts / Nelson Fun Park / Oceanside Oasis

Purpose and Safety Requirements

This checklist must be completed before and during any project, repair, maintenance, construction, dismantling, or unsafe work area.

The purpose of this checklist is to ensure all unsafe areas are correctly isolated, barricaded, fenced, netted, signed, and supervised to protect customers, contractors, and staff from entering hazardous areas.

Public safety takes priority over project convenience. Customers, especially children, may not recognise hazards or understand exclusion zones. Staff and supervisors are responsible for ensuring all hazards are isolated to a safe standard.

Cones alone are not always sufficient. Depending on the level of risk, additional barricades, fencing, netting, widened exclusion zones, or full closures may be required.

Isolation areas must account for customer movement and momentum. This is especially important in active environments such as the Trampoline Park, Hydro Slide, Mini Golf, and other high movement areas where customers may accidentally bounce, run, slide, or move into hazardous zones.

Project Details

Project Name: _____

Project Location/Area: _____

Date: ___ / ___ / _____

Time Work Started: _____

Expected Completion Time: _____

Project Safety Responsibility Agreement

By signing below, the supervisor and staff members acknowledge that they understand the hazards associated with this project and agree to take responsibility for maintaining a safe environment throughout the duration of the project.

This includes ensuring:

• Unsafe areas remain correctly isolated
• Barricades, fencing, cones, and signage remain in place
• Public areas remain clean and safe
• New hazards are identified and controlled immediately
• Customers cannot access hazardous areas
• Isolation methods remain appropriate for the level of risk during all stages of the project

The responsibility agreement remains active for the full duration of the project until final supervisor sign off has been completed.

Documentation and Logbook Requirements

Once this form has been completed, it must remain attached to, or stored with, the appropriate activity logbook, maintenance logbook, project folder, or operational logbook for the full duration of the project or repair work.

This checklist must remain accessible to supervisors and staff while the project is active.

On completion of the work:

- The project must be inspected
- Final supervisor sign off must be completed
- The completed form must remain filed with the relevant activity or maintenance records

Failure to complete, maintain, or sign off this checklist may result in the project being stopped until safety requirements are met.

Supervisor Responsible

Name: _____

Signature: _____

Date: ___ / ___ / _____

Staff Member Responsible

Name: _____

Signature: _____

Date: ___ / ___ / _____

Additional Staff Member Responsible (If Applicable)

Name: _____

Signature: _____

Date: ___ / ___ / _____

Project Safety Checklist

Checklist Item	Yes	No	N/A
Work area and surrounding public areas inspected for hazards	☐	☐	☐
Hazards identified and risk level assessed	☐	☐	☐
Public access to hazardous areas prevented	☐	☐	☐
Cones, barricades, fencing, or netting installed where required	☐	☐	☐
Isolation perimeter is appropriate for the level of risk	☐	☐	☐
High-risk areas fully isolated with additional protection where needed	☐	☐	☐
Walkways, exits, and public areas remain safe and clear	☐	☐	☐
Project materials, tools, ladders, and equipment safely stored or isolated	☐	☐	☐
Slip, trip, fall, electrical, and sharp object hazards controlled	☐	☐	☐
Unsafe trampolines, pits, removed flooring, or fall hazards isolated	☐	☐	☐
Isolation areas account for	☐	☐	☐

customer movement, momentum, and visibility			
Children cannot access hazardous or incomplete work areas	☐	☐	☐
Warning signs installed where required	☐	☐	☐
Unsafe areas remain isolated during breaks or unattended periods	☐	☐	☐
Staff understand the hazards and responsibilities	☐	☐	☐
Public areas remain clean, tidy, and free from project hazards	☐	☐	☐
Project area monitored throughout the duration of the work	☐	☐	☐
Additional barricading or isolation added where required	☐	☐	☐
All tools, materials, and hazards removed once work is completed	☐	☐	☐
Area inspected and approved safe prior to reopening	☐	☐	☐

Additional Hazards / Notes

_____

_____

_____

_____

_____

Corrective Actions Taken

_____

_____

_____

_____

_____

Final Supervisor Sign Off

I confirm that the work area was correctly isolated during the project and has been inspected and returned to a safe condition for staff and public use.

Supervisor Name: _____

Supervisor Signature: _____

Date: ___ / ___ / _____

Time: _____