



Instructions: This checklist is to be completed by either of the following:

- 1) Any UNSW staff member that hires and solely manages an amusement device for a UNSW based activity (*in addition to the UNSW HS017 risk assessment*) or
- 2) By any company hired by a UNSW stakeholder for a UNSW activity

Definitions: amusement device (*WHS Regulation 2011 cl. 238-242*): means plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of the equipment, or part of the equipment, or when passengers travel on, around or along the equipment, but does not include:

- (a) a miniature train and railway system owned and operated by a model railway society, club or association, or
- (b) a ride or device that is used as a form of transport and that is, in relation to its use for that purpose, regulated under another Act or an Act of the Commonwealth, or
- (c) a boat or flotation device:
 - (i) that is solely propelled by a person who is in or on the boat or device, and
 - (ii) that is not attached to any mechanical elements or equipment outside the boat or device, and that does not rely on any artificial flow of water to move, or
- (d) any plant specifically designed for a sporting, professional stunt, theatrical or acrobatic purpose or activity, or
- (e) a coin-operated or token-operated device that:
 - (i) is intended to be ridden, at the one time, by not more than 4 children who must be below the age of 10 years, and
 - (ii) is usually located in a shopping centre or similar public location, and
 - (iii) does not necessarily have an operator.

Please complete the following	Complete the following details (<i>where you have put NO, please make comments at end of document</i>)
1. Who will manage/operate the amusement device? <i>If the device will be solely managed by a UNSW operator, please skip point 2 and go to the checklist. If an external company will run the device on behalf of UNSW, then please also complete point 2.</i>	UNSW student/staff Name: _____ zID _____ External company on behalf of UNSW Company name: _____ Operator(s) name: _____
2. Have the following UNSW documents been completed and obtained by the UNSW stakeholder engaging the company/contractor?	HS803 Yes____ No____ HS805 Yes____ No____ HS811 Yes____ No____ License or documentation proving competency to operate and manage the amusement device: Yes____ No____

Device name:

Device description:

This checklist needs to be completed by the amusement device operator (NOTE: depending on the amusement device, some sections in the following checklist may not be relevant):

Set-up of amusement device (including pre-operation without patrons) (where you have put NO, please make comments at end of document)	YES	NO	NA
Is there a documented instruction and training process in place to operate the device safely?			
Is a copy of the operating instructions and log book available?			
Have the required inspections, maintenance and repairs been carried out (including historical evidence of annual and daily inspections)			
Have any site-specific requirements, arrangements or concerns been addressed with UNSW Facilities Management? (i.e. covering electrical leads running through high traffic areas, ensuring moving parts can't strike people etc)			
Will emergency exits and signs be clearly visible and in place?			
Will emergency equipment be in place, accessible and operational e.g. fire extinguishers and harnesses?			
Does the device have an operational automatic response safety control system? <i>Note: Safety control systems may be capable of being bypassed for maintenance, setup or dismantling tasks.</i>			
Will the device be operating at a safe speed or slower speed than the manufacturer's maximum specified speed?			
Will there be attendants supervising and performing their duties according to the instructions and training provided?			
Additional checklist for inflatable amusement devices	YES	NO	NA
Will the device securely anchored in accordance to manufacturer instructions?			
Will there be a soft fall on open sides of the device?			
Will the device be loaded in accordance with patron(s) size and weight?			
Will patron behaviour be monitored? For example, checking no one is: <ul style="list-style-type: none"> • doing somersaults, flips, pushing or tackling others, or • jumping from the top of slides or sliding head first. 			
Will the device be set up far enough away from buildings or structures to eliminate or reduce the risk of people jumping onto the device from such structures?			
Normal operation(s) of amusement device	YES	NO	NA
Will patron entries to and exits from the amusement device clearly defined, lit and where necessary supervised?			
Will patron warning and information signs in place and clearly visible?			
Will patrons be told about how to use the amusement device safely without putting themselves or others at risk?			
Will patrons with loose clothing, accessories or unrestrained hair be identified and stopped from using the device until there is no longer a risk of entanglement?			
Will loose items that could escape during the ride and create a hazard be identified and removed?			
Will patron restraints be checked for correct use and will they be checked for function, correct fit and adjusted for each patron?			
Will entrances and exits to the device be closed off before the device is started?			
Will load distribution be checked to ensure device will not be out of balance during use?			
Will amusement device be checked before it is operated on each day on which it is to be operated?			
Will amusement device undergo daily checks by a competent person, including a daily pre-start check without passengers?			
Operating an amusement device with patrons	YES	NO	NA
Will the device be operated at a safe speed or slower speed than the manufacturer's maximum			



specified speed?			
Will patrons and attendants movement on or within the device be done in a controlled way to minimise, so far as is reasonably practicable, the risk of collision or injury?			
Will the noise level to which operators, attendants and patrons are exposed below the workplace exposure standard for noise?			
Storage of amusement device whilst at UNSW	YES	NO	NA
Will amusement device will be stored by a competent person in such a way that it cannot pose a hazard (<i>i.e. be blown over, move on its own accord etc</i>)			
Will device be shut down in such a way that it cannot be powered up by anyone other than the authorised operator (<i>i.e. start keys removed, start switch locked etc</i>)			
Documentation	YES	NO	NA
Will amusement device have the following with it on the UNSW site: a log book containing up to date information on the dates of erection, storage, repairs, modifications and inspections (annual and daily)?			
Will operation and maintenance manuals be with the device whilst on the UNSW site?			

Further comments:**Please sign below:**

By signing below, you are acknowledging all information on this form is accurate and correct.

Device operator details

Name: _____ Date: _____

Signature: _____ Date: _____

UNSW Supervisor

Name: _____ Date: _____

Signature: _____ Date: _____

Reference List:

[Workplace amusement devices guidance material – Safe Work Australia](#)

WHS Act, 2011

WHS Reg. 2011

This form should be kept by the supervisor in the worker's personnel file.