



SAMPLE SAFETY CHECKLIST – GYMNASIUM EQUIPMENT

Each site is to develop a procedure for regular equipment inspections with appropriate follow-up procedures.

SITE NAME: _____

INSPECTION DATE: _____ **TIME:** _____

INSPECTED BY: _____

If you check “no” to any of the safety-related items listed below, follow-up action must be taken by reporting the deficiency to the Supervisor or equivalent.

ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
BADMINTON			
Racquets are free of splinters and broken strings			
BADMINTON NET			
Is free of exposed wires along the top and frayed wires along poles			
Is free of tears and holes			
There are no sharp edges			
BADMINTON POSTS			
Hooks, pulleys and ratchet are in good condition			



ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
BALL HOCKEY/FLOOR HOCKEY			
Goals have welds and frames that are in good condition			
Wooden floor hockey sticks are free of splinters			
Plastic ball hockey sticks are free of cracks and broken edges/ends			
Stick blades are secured to the shaft			
EMERGENCY EQUIPMENT			
First aid kit is fully stocked and accessible			
Emergency phone numbers are posted			
Access to phone/office via P.A. system			
HOOPS			
Free of cracks and bends			
Mats (e.g. gymnastics, wrestling)			
Covers are free of tears and wearing			
Foam is in good condition			
Hook and loop fasteners are functional			
POOL EQUIPMENT			
Reaching assists are in working order			
Lane ropes are in working order			
Life jackets are in good condition			
Spinal board is in good condition			
Ring buoy is in good condition			
Starting blocks are secure when in place			



ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
Bolts and screws are secure			
SCOOTER BOARDS			
Wheels are secure			
SOFTBALL			
Wooden and metal bats are not cracked			
Bats have good grip ends to prevent slippage			
VOLLEYBALL NET			
Are free of exposed wires along top and frayed wires along poles			
Are free of tears and holes			
VOLLEYBALL POSTS			
Hooks, pulls and ratchet are in good condition			
Boards are free of cracks and broken edges			