

HOW TO COMPLETE
THE CHECK LIST

Start at the cylinders and proceed towards the gas appliances.

Answer each question if the situation is appropriate. The preferred answer is indicated by a shaded box.

If the answer to a question is not the preferred one, the remedy may be quite simple. For example, a cylinder obstructing an exit should be moved.

If you are unsure about a question or an answer, contact Energy Safe Victoria on 1800 652 563

WHEN THE CHECK LIST
IS COMPLETE

Please keep the check list for the duration of the event because you may be requested to produce it as part of a site safety audit. Make sure any remedial work is carried out before the event commences.

GUIDE TO GAS INSTALLATIONS

Fixed gas appliances and pipework must only be installed by a licensed person. Such persons should produce their licence on request.

- If a gas leak is suspected –
- turn off appliances
 - turn off cylinders
 - do not use any ignition sources
 - seek assistance

Event
Business name
Location at event
Name of responsible person
Contact phone number
Name of person completing checklist

Energy Safe Victoria
General Enquiries 1800 069 588
Technical Advice 1800 652 563
Web www.esv.vic.gov.au

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GAS SAFETY
SELF-CHECK LIST

FOR CATERERS, FOOD OUTLETS AND
OTHERS AT MAJOR EVENTS



MESSAGE FROM
ENERGY SAFE VICTORIA

It is a requirement of the event organiser and Energy Safe Victoria that this self-check list be completed prior to the commencement of the event.

The organiser may reserve the right to remove from the site any person using or intending to use gas who fails to complete the checklist, makes a false declaration or knowingly uses an unsafe gas installation.

All questions should be answered as accurately as possible. Please be assured that the only considerations are

- public safety
- gas safety
- the safety of you and your staff

If it appears that you have an unsafe gas installation, assistance should be sought as soon as possible. Upon request, one of our Inspectors will be able to offer advice regarding remedial action.

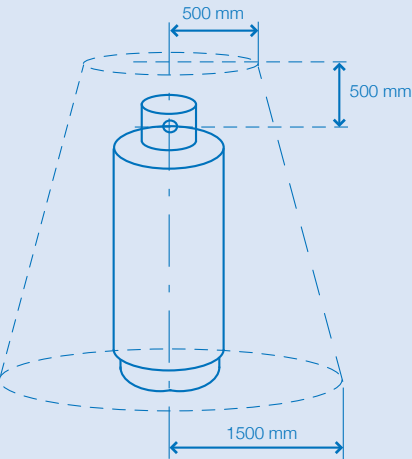
Thank you for your co-operation.

Ken Gardner

Ken Gardner
Director

GAS
CYLINDERS

Checklist	TICK BOX		
	Yes	No	Unsure
Are gas cylinders damaged, rusty or over 10 years old?			
Are in-use cylinders outside the caravan or structure?			
Are spare cylinders, full or empty, stored externally?			
Are any gas cylinders used inside for cooking or heating?			
Are cylinders blocking an exit?			
Are cylinders secure?			
Are cylinders on a level surface?			
Are cylinders in a well-ventilated location?			
Is the cylinder safety outlet facing away from the structure?			
Is the area shown below clear of ignition sources?			



GAS
APPLIANCES

Checklist	TICK BOX		
	Yes	No	Unsure
Are appliances away from the public?			
Have appliances been checked recently by a competent person?			
Have safety devices been tampered with?			
Do thermostats work?			
Do ignition devices work?			
Are supply pipes or hoses in good condition?			
Have joints been tested for gas leakage with soapy water?			
Are combustible materials clear of appliance?			
Is a combustible surface above or to the side of the appliance?			

See required clearances below.



Checklist	TICK BOX		
	Yes	No	Unsure
Do staff know what to do in an emergency?			
Is there a suitable fire extinguisher handy?			
Has someone been trained to exchange gas cylinders?			