

# Summary Report

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OCTOBER 26

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Authored by: Your Name



Logo  
Name

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**Title Heading (this should not be more than four words)**

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## ABSTRACT

Add text here

To complete the abstract, answer the following questions below.

What is the aim of the report? [word limit 10-15 words]

This report aims to ensure the safe use of newly purchases cleaning equipment by the staff members.

Who is the target audience? [word limit 10-15 words]

The target audience for this report are the operational staff members at Bounce fitness at various locations.

Briefly write the purpose and scope of the policy you are summarizing. [word limit 50-60 words]

The purpose and scope of the policy is to ensure that the environment is safe for all people who access all sites, to ensure systems are safe for all to use, to meet the requirements of the Work Health and Safety Act 2011 and to comply with our requirements as Person Conducting and Business or Undertaking [PCBU].

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## MAIN BODY

### Add text here

This is main part of the report, where you present your work. All the details of your work must be included here. You will need to put some thought into the presentation of information which should flow logically so that the reader knows exactly what information to expect. (Word limit 300 -350 words).

Workplace inspections help prevent incidents, injuries and illnesses, so Bounce Fitness staff will undertake a review of the workplace environment, using inspections help to identify and record hazards for corrective action. Our health and safety committee may be used to help plan, conduct, report and monitor inspections. Bounce Fitness staff are required to conduct routine inspections of equipment and the environment. Bounce Fitness sites must use the relevant checklist to inspect the equipment and the environment. Tick off each item to determine whether the site's equipment and environment is safe and meet the WHS requirements. Completed checklists are to be given to, and signed off by, the WHS Officer and recorded and reported if required to the Officer and /or PCBU. Any improvements will need to be actions in continuous improvement. Equipment should be checked at least twice per week. Equipment is inspected to identify any signs of wear and tear, breakages, Loose parts, securely attached to the floor. Environment is inspected, daily, to identify if air conditioning is working, noise levels – sound system [e.g. music] are at an appropriate level [not too loud], area is clear of dust, trips and falls, equipment put away on shelving and that cords are covered, there are no protrusions, there are clear pathways and check the height of equipment to avoid [hitting head, or body due to height or location]. Electrical systems are checked including an annual safety check, cords – no fraying, breakages, exposed wiring [minimum of weekly], air conditioners – annual cleaning, nature of maintenance requirement is assessed and referred to the WHS officer or supervisor.

Maintenance is planned and scheduled in consultation with affected work areas to minimise disruption to the site by carrying out routine maintenance, routine maintenance on equipment is carried out according to workplace procedures.

Maintenance activities are reported to WHS Officer, records are kept of all maintenance by WHS Officer, at the end of the shift complete maintenance tasks and equipment is returned to operating order. Relevant personnel are notified of maintenance completion. Housekeeping standards are maintained. Work is conducted in accordance with workplace environmental guidelines.

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## CONCLUSION

### Add text here

Provide a brief conclusion condensing the final points. (word limit 50-75 words)

The report concludes that all equipment must be used in accordance with Bounce fitness policy and procedures. The equipment should be maintained on a regular basis, and any wear and tear should be reported to the maintenance officer. The equipment should be cleaned, stored, and stowed away carefully to avoid any accidents.





