



VUL-FRM-04-11-Emergency Services Officer Weekly Checklist

Weekly Shift Checklist				
Date (Week Commencing)				
Dayshift Emergency Services Officer		Crew	A B C D	
Nightshift Emergency Services Officer		Crew	A B C D	
Senior Emergency Services Officer		Crew	AB / CD	
<i>The responsible ESO should initial completed tasks in the boxes provided and/or comments if a task is not completed</i>				
TUESDAY	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Have the vehicles been cleaned and fueled up?			
	Did the Emergency and blast tones undergo testing?			
	Has the gas detector undergone a bump test?			
	Has VIT014 been washed and fueled?			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has the Eye Wash and Shower Station clean and checks been completed?			
	Have the comprehensive inventory checks and testing been completed for VIT502?			
	Were the GOTCHA-KIT checks completed?			
	Have the PPE Bags been checked and cleaned? U:\03 Emergency Management\3.14 Inspections\05. Vertical Rescue			
	Have the PPE stock levels been checked and replenished in the VMO Cupboard?			



Wednesday	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has a medical room inspection been completed?			
	Has a count and replenishment of the Ice Blocks at the crib huts been completed?			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has the count and replenishment of the supply stock cupboard been completed?			
	Has the RCR equipment inspection been completed? U:\03 Emergency Management\3.14 Inspections\04. Road Crash Rescue			
	Has the cleaning of the rescue shed room, engine bay, training room and outside area of the rescue shed been completed?			
	Were the checks and testing for the lifting air bags completed? U:\03 Emergency Management\3.14 Inspections\07. Lifting Equipment			
	First Aid Inventory Checks U:\03 Emergency Management\3.14 Inspections\08. Medical			
	Have the medical room cabinet checks been completed?			
	Has the Portable Medical Centre Kit been inspected? U:\03 Emergency Management\3.14 Inspections\08. Medical			
	Has the exam trolley been inspected and replenished if required?			
Thursday	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	First Aid Inventory U:\03 Emergency Management\3.14 Inspections\08. Medical			
	Has the inventory been checked and replenished in the Boars Nest, workshop, go line crib hut?			
	Has the inventory been checked and replenished in VIT014 (travel car), VIT502 (Fire Truck) and VIT011 (Toyota Landcruiser OCE Vehicle)			



	Has the AED inventory been checked and replenished and tested? U:\03 Emergency Management\3.14 Inspections\08. Medical\AED Audits			
Friday	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Inspection and clean of the ICE machine in the ERT room completed?			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has the vertical rescue Inventory check been completed? U:\03 Emergency Management\3.14 Inspections\05. Vertical Rescue			
	Has the HAZMAT inventory check been completed? U:\03 Emergency Management\3.14 Inspections\03. Hazmat			
	Has the RCR inventory check been completed? U:\03 Emergency Management\3.14 Inspections\04. Road Crash Rescue			
	Has an oxygen kit level check been completed? U:\03 Emergency Management\3.14 Inspections\08. Medical\Oxygen Blue bag			
	Have the PPE stock levels been checked and replenished in the VMO Cupboard?			
Saturday	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has the SCBA inventory been completed and tested? U:\03 Emergency Management\3.14 Inspections\02. Breathing Apparatus			
	Have the hose checks on VIT502 been completed? U:\03 Emergency Management\3.14 Inspections\02. Breathing Apparatus			
	Has the side-wide first aid and medical inspection been completed? U:\03 Emergency Management\3.14 Inspections\08. Medical			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has the SKED inspection been completed?			
	Has the KED Inspection been completed?			
Sunday	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			



	Has the cleaning of the rescue shed room, engine bay, training room and outside area of the rescue shed been completed?			
	Has an inspection and clean of the ICE machine at the front of the Boars Nest been completed?			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Emergency Equipment storeroom checklist (training shed)			
Monday	Task Items	Yes	No	Comments (if required)
Dayshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
Nightshift	Has a vehicle pre-start been completed on VIT502 at the start of Shift?			
	Was the medical room cleaned and prepared for the start of shift?			
	Has VIT502 and VIT027 been washed and fueled?			
	Has the count and replenishment of the supply stock cupboard been completed?			
COMMENTS (if required)				
Sign Off				
Dayshift ESO Name				
Signed		Date		
Nightshift ESO Name				
Signed		Date		
Senior ESO Name				
Signed		Date		