

Month: _____

Printable Checklist

To Do	Completed Date	Completed Initial
Noongar Season printed and displayed		
Policy Review documents printed		
Emergency procedure completed		
Emergency procedure evaluation completed and sent to Kym		
Kitchen audit completed and sent to Kym		
Building and Safety and Check completed and sent to Kym		
First Aid Kit Audit completed and sent to Kym		
Medication Audit completed and sent to Kym		
Incident, Injury, Illness and Trauma Audit completed		
Offsite/Excursion Bag Audit completed and sent to Kym		
Newsletter content sent to Katie		
Qualifications and Requirements list checked		
Event Fact Sheets Printed		