Safety checklists

HELMET

1. **Standard**
   Approved helmet (meets AS/NZS 2063)

2. **Condition of outer shell**
   Not damaged or cracked

3. **Condition of inner shell**
   Not damaged or cracked

4. **Straps, buckles, fasteners**
   Straps not torn or frayed, clips/buckles not broken
   Fastens firmly under chin

5. **Fit**
   Squarely positioned on head, facing correct way
   Front rim of helmet sits 2 fingers above bridge of nose
   Straps adjusted so no twists and no slack when buckle securely fastened under chin
   Side straps form a “V” shape with point just under ear lobe
   Correct size (sits firmly & comfortably on head, no movement forward/back, side to side)

N.B. A helmet **must** be replaced if it shows any signs of damage or wear

FOOTWEAR AND CLOTHING

1. **Footwear**
   Enclosed toes, firm, non-slip soles
   Laces tucked away

2. **Clothing**
   Bright and light coloured – easily seen
   Close fitting – won’t catch in moving parts
   Appropriate for weather conditions

BICYCLE

1. **Frame size**
   Rider is able to straddle the frame with both feet flat on the ground
   Rider is able to comfortably reach the handlebars and brakes

2. **Saddle**
   Saddle is level
   Saddle is at correct height
   Saddle is not damaged
   Saddle is correctly tightened

3. **Handlebar**
   Handlebar is correctly aligned and tightened
| **Handlebar ends are covered and grips secured**  
| When riding, riders arms are slightly bent and knees do not hit the elbows of handlebar  
| **4. Warning device**  
| Has working bell, horn or other warning device  
| **5. Headset**  
| Headset has no movement or noises  
| **6. Suspension fork (if relevant)**  
| Fork slides up and down easily, no play in legs  
| **7. Brakes**  
| Brake cables are not frayed, brake pads are not worn or rubbing  
| Working front brake  
| Working back brake  
| There is a gap between the brake levers and the handlebars  
| **8. Wheels**  
| No loose wheel nuts/quick release correctly tightened and closed and positioned  
| No loose or broken spokes  
| Front wheel spins freely  
| Back wheel spins freely  
| No damage to rims  
| **9. Tyres**  
| Front tyre correctly inflated, in good condition  
| Back tyre correctly inflated, in good condition  
| **10. Pedals**  
| Not broken and spinning freely  
| Clipless pedals – cleats in good condition, securely attached, correctly aligned  
| **11. Chain**  
| Works smoothly without sticking or jumping  
| Not too loose  
| Not dry, rusty or has too much grease  
| **12. Gears**  
| Change smoothly  
| Cables are capped (not frayed) and in good condition  
| **13. Bolts**  
| All bolts are adequately tightened  
| **14. Lights and reflectors**  
| Bike is fitted with:  
| • A flashing/steady white light, clearly visible for at least 200m from the front of the bicycle  
| • A flashing/steady red light, clearly visible for at least 200m from the rear of the bicycle  
| • A red reflector that is clearly visible for at least 50m from the rear of the bicycle when light is projected onto it by a vehicle’s headlight on low-beam  
| **15. Ride Bike**  
| Rider has ridden and is comfortable with bike after any adjustments  

**N.B. Get your bike checked or repaired at a bike shop if you have safety concerns**

**Notes:**