

Builders Clean and Construction Cleaning

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. WHS Management Framework & Legal Compliance	<ul style="list-style-type: none"> Absence of a documented WHS management system specific to builders clean and construction cleaning activities Failure to integrate obligations under WHS Act 2011, WHS Regulations and relevant Codes of Practice into company policies and procedures Unclear allocation of WHS duties between PCBU, officers, supervisors, subcontractors and labour hire providers No formal system for consultation with workers, safety representatives and host PCBU on construction sites and event venues Lack of processes to ensure compliance with principal contractor site rules and construction safety management plans Inadequate review of WHS system when business expands into new services (e.g. event aftercare, port-a-loo servicing, post-renovation cleaning) Insufficient due diligence by officers to verify WHS performance and resource allocation Inconsistent application of WHS policies across regional and remote projects 	4A	<ul style="list-style-type: none"> Develop, implement and maintain a documented WHS management system aligned with WHS Act 2011, WHS Regulations and relevant Australian Standards and Codes of Practice Define and document WHS roles, responsibilities and accountabilities for officers, managers, supervisors, workers and subcontractors, including interface with principal contractors and clients Establish a WHS legal register identifying applicable legislation, Codes, Australian Standards and client-specific requirements for construction and event cleaning operations Implement a formal WHS policy approved by officers, communicated to all personnel and reviewed at least annually Integrate WHS requirements into business planning, tendering, contracts, procurement and service design for all cleaning streams (amenities, events, final clean, heavy duty, port-a-loo, post-renovation) Implement a structured WHS consultation procedure including toolbox talks, HSR engagement and joint site safety meetings with host PCBUs Establish a WHS audit and review programme (internal and, where relevant, external) to verify implementation of the WHS system and identify gaps Require officers to demonstrate due diligence through regular WHS performance reviews, site visits, and documented allocation of resources for health and safety Maintain systemised document and version control for all WHS procedures, ensuring superseded documents are removed from circulation 	3H
2. Contractor, Subcontractor & Labour Hire Management	<ul style="list-style-type: none"> No formal prequalification of subcontractors or labour hire providers for WHS capability Inconsistent verification of workers' licences, right to work, and competency for specialised tasks (e.g. EWP, high-pressure cleaning, elevated cleaning) Lack of clarity over PCBU responsibilities where multiple PCBUs share a construction or event site 	4A	<ul style="list-style-type: none"> Implement a formal contractor and labour hire management procedure including WHS prequalification, assessment and ongoing review Establish minimum WHS competency and training requirements for all subcontractor personnel engaged in builders cleans, event aftercare, port-a-loo servicing and heavy duty cleaning Include clear WHS clauses in all contracts and purchase orders specifying roles, responsibilities, incident reporting, PPE standards, plant requirements and adherence to site rules Require provision and verification of Safe Work Method Statements (SWMS) and relevant risk assessments for high-risk construction work from subcontractors before mobilisation Implement a mandatory induction programme for all subcontractor and labour hire workers covering company WHS system, emergency procedures, communication protocols and specific site requirements 	2M

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	<ul style="list-style-type: none"> Inadequate induction of subcontractors into company procedures and client site rules Subcontractors using unsafe equipment, chemicals or work methods not aligned with company standards Poor communication and coordination between multiple subcontractors during high-pressure timeframes (e.g. final clean before handover, overnight event aftercare) Inadequate performance monitoring leading to tolerance of non-conforming WHS practices Inconsistent WHS expectations in contracts and purchase orders 		<ul style="list-style-type: none"> Establish a system for joint planning meetings with principal contractors and other PCBUs to coordinate activities and manage simultaneous operations Conduct regular WHS performance reviews and spot checks of subcontractors, with documented corrective actions and escalation for non-conformance Maintain a central contractor performance register including WHS leading and lagging indicators to inform future engagement decisions 	
3. Worker Competency, Induction & Training Systems	<ul style="list-style-type: none"> Workers undertaking builders cleans or heavy duty construction cleaning without appropriate training in construction hazards Inadequate competency in chemical handling, dilution, decanting and hazardous substance management Lack of awareness of specific risks in amenities cleaning, port-a-loo cleaning and biological contamination Poor understanding of manual handling principles for repetitive and awkward cleaning tasks Workers unfamiliar with working in partially completed buildings with live services and construction interfaces Inadequate training for event aftercare cleaning conducted at night or under fatigue-inducing conditions No formal verification of competency for use of equipment such as scrubbers, vacuums, pressure washers or access equipment Limited refresher training leading to skill fade and normalisation of unsafe practices 	3H	<ul style="list-style-type: none"> Develop a competency framework and training matrix covering all roles involved in builders clean, event cleaning, port-a-loo servicing and post-renovation work Implement structured induction programmes (corporate and site-specific) addressing construction interfaces, emergency response, hazard reporting, and client requirements Provide accredited or industry-recognised training for high-risk tasks (e.g. working at heights, confined space support roles, EWP operation) where relevant to cleaning scope Deliver task-specific training modules on chemical safety, Safety Data Sheet interpretation, dilution systems, biological hazards and personal hygiene controls Introduce mandatory manual handling and ergonomics training tailored to common cleaning tasks (e.g. repetitive mopping, pushing trolleys, waste handling) Ensure competency assessment and sign-off for operation of powered cleaning equipment and site vehicles used during cleaning operations Schedule periodic refresher training, toolbox talks and safety campaigns targeting recurring incidents or near misses Maintain a central training records system with expiry alerts for required licences, inductions and refresher courses 	2M

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4. Site Interface, Access & Traffic Management	<ul style="list-style-type: none"> • Poor integration with principal contractor traffic management plans leading to interaction with mobile plant and delivery vehicles • Uncontrolled access by cleaners to active construction zones, elevated work areas or restricted spaces • Lack of formal arrangements for safe access and egress during night or early morning event aftercare cleaning • Workers exposed to falls on incomplete stairways, unguarded edges or temporary access structures • Pedestrian-plant conflict during final building cleans while trades are still demobilising • Inadequate management of loading and unloading of cleaning equipment and waste at loading docks or event venues • Confusion about exclusion zones when other trades are operating overhead or using cranes/EWPs • No system to manage public interface during post-event clean-up or post-renovation re-occupation of occupied buildings 	4A	<p>[REDACTED]</p>	2M
5. Plant, Equipment & Maintenance Systems	<ul style="list-style-type: none"> • Use of poorly maintained or non-compliant cleaning equipment (e.g. faulty PAT testing, damaged cords, unguarded moving parts) • Inadequate maintenance schedules for powered equipment such as floor scrubbers, vacuums, water blasters and generators • No formal pre-start inspection process leading to use of defective tools and equipment • Failure to standardise equipment specifications to meet safety requirements across different sites and regions 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> • Improvised or unsuitable equipment for high or difficult-to-reach cleaning tasks • Lack of plant risk assessments for higher-risk equipment used in heavy duty construction cleaning • Inadequate systems for managing hire equipment and verifying it meets site and legislative requirements • Ineffective tagging, isolation and removal from service of defective equipment 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
6. Hazardous Chemicals & Biological Contamination Management	<ul style="list-style-type: none"> • Inadequate chemical management system for a diverse range of cleaning agents, solvents, sanitisers and descalers used across construction and event sites • Absence of a current hazardous chemicals register and readily accessible Safety Data Sheets • Improper decanting, labelling and storage of chemicals leading to exposure, ingestion or incompatible mixing • Insufficient controls for dealing with biological contaminants in amenities (e.g. port-a-loos and public waste (e.g. sharps, bodily fluids, vermin contamination)) • Lack of standard procedures for responding to chemical spills or over-application in confined or poorly ventilated areas • Inadequate training on respiratory and skin sensitisation risks from prolonged chemical exposure • Use of inappropriate chemicals on newly installed finishes during final building cleans, causing off-gassing or damage • Absence of health monitoring where required for specific hazardous substances 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Manual Handling, Ergonomics & Work Method Design	<ul style="list-style-type: none"> • Systematic reliance on high-force manual handling of equipment, waste and materials without mechanical aids • Poor work method design leading to repetitive, awkward or sustained postures during cleaning of floors, glazing, fixtures and amenities • Inadequate consideration of manual handling in planning for event aftercare, including large volumes of waste and furniture movement • Failure to account for manual handling risks when tendering or scoping builders cleans and heavy duty construction cleans • Insufficient rotation of tasks leading to localised fatigue and musculoskeletal injuries • Lack of suitable equipment such as trolleys, dollies and adjustable poles for elevated cleaning • Inadequate assessment of access constraints (stairs, small or uneven ground) before moving heavy equipment • No system for early warning and management of musculoskeletal discomfort 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
8. Fatigue, Work Scheduling & Workforce Resourcing	<ul style="list-style-type: none"> • Extended shifts and irregular hours associated with night-time event aftercare and final cleans before handover deadlines • Insufficient staffing levels leading to time pressure, rushed work and extended overtime during peak construction and event periods • Inadequate consideration of commuting times when allocating night or early morning shifts • No formal fatigue management policy or maximum hours guidelines for supervisors to apply 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> • Work scheduling conflicts where workers move between day construction cleaning and night event aftercare without adequate rest • Inflexible rostering systems that do not accommodate individual health, fitness or family responsibilities • Lack of training for supervisors to recognise and manage fatigue-related impairment • Limited monitoring of actual hours worked across multiple worksites and labour hire engagements 		[REDACTED]	
9. Site-Specific Planning, Job Risk Assessment & Permitting	<ul style="list-style-type: none"> • Generic work methods applied across different construction and event sites without consideration of unique hazards • Lack of formal pre-start job risk assessments or JSAs for complex or non-routine cleaning tasks • Cleaning activities commenced without review of builder's safety management plan, emergency procedures or hazardous area classification • Failure to obtain required permits for hot work, heights, confined spaces or work near energised areas where relevant to the cleaning scope • Insufficient planning for adverse weather impacts on external proposed cleaning tasks • No system to incorporate design and building material information (e.g. fragile surfaces, special coatings) into cleaning plans • Overlapping tasks between cleaning teams and trades without coordination, increasing risk of exposure to dust, noise or falling objects • Poor communication of planned changes or variations to scope affecting WHS risk profile 	3H	[REDACTED]	2M

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10. Health Monitoring, Hygiene, Infection Control & Welfare	<ul style="list-style-type: none"> Exposure to infectious agents during amenities cleaning, port-a-loo servicing and post-event clean-up without adequate hygiene systems Lack of welfare facilities (toilets, hand-washing, change areas, drinking water) for mobile cleaning crews on construction and event sites Insufficient systems to manage workers' health conditions that may be exacerbated by chemical or dust exposure No documented infection control procedures for handling sharps, bodily fluids or contaminated waste Poor hygiene practices leading to cross-contamination between amenities, food areas and office spaces during final cleans Inadequate vaccination guidance or support for workers regularly exposed to biological hazards Lack of reporting and support systems for exposure incidents (e.g. needlestick injuries, blood or body fluid contact) Insufficient consideration of gender, cultural and privacy needs in welfare arrangements 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
11. Emergency Preparedness, Incident Response & First Aid	<ul style="list-style-type: none"> Lack of tailored emergency procedures for cleaning teams operating across multiple dynamic construction and event sites Unclear responsibilities between principal contractor, venue management and cleaning company during emergencies Insufficient first aid coverage and supplies for mobile crews working night shifts or in remote or dispersed locations No structured system for reporting, investigating and learning from 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<p>incidents, near misses and client complaints</p> <ul style="list-style-type: none"> Workers unfamiliar with site-specific emergency arrangements due to inadequate induction or frequent site changes Inadequate provision for rescue or evacuation of workers from difficult-to-access locations during heavy duty cleaning Poor communication tools (e.g. dead spots, lack of radios) compromising timely response during incidents Incomplete records of incidents and outcomes reducing capacity to identify systemic issues 		[REDACTED]	
12. Communication, Consultation & Change Management	<ul style="list-style-type: none"> Inadequate two-way communication between management and workers deployed across multiple temporary sites Failure to consult workers on WHS matters affecting their work, including changes to methods, tasks or equipment Poor communication of site hazards, variations and client requirements to cleaning teams and subcontractors Lack of structured change management when introducing new technologies, products or service lines (e.g. expansion into large-scale event aftercare) Language and literacy barriers leading to misunderstanding of safety information, SWMS and procedures Inconsistent toolbox talks and pre-start briefings across supervisors and regions No formal mechanism for workers to raise WHS concerns anonymously or without fear of reprisal 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Insufficient communication during transitions between construction phases and final handover cleaning activities 			
13. PPE, Uniform Standards & Resource Provision	<ul style="list-style-type: none"> Systemic under-provision or inconsistent standards of PPE across crews, particularly for higher-risk tasks such as heavy duty construction cleaning and port-a-loo servicing Reliance on PPE as the primary control due to inadequate upstream engineering or administrative controls Lack of procedures for selection, fit testing (where applicable), maintenance and replacement of PPE Inadequate controls to ensure that subcontractors and labour hire workers meet the same PPE standards as direct employees Workers purchasing their own PPE of variable quality and suitability Poor storage, cleaning and disposal systems for contaminated PPE used in amenities and biological groups No formal review of PPE performance and worker feedback leading to non-compliance due to discomfort or impracticality Insufficient visibility garments for night shift event aftercare or worker traffic and mobile plant 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
14. Environmental, Waste & Dust Management Interfaces	<ul style="list-style-type: none"> Uncontrolled dust, debris and airborne contaminants during heavy duty construction cleaning impacting worker health and neighbouring areas Inadequate segregation and labelling of waste streams including general waste, recyclables, sharps, sanitary and chemical waste from amenities and events Non-compliance with environmental and waste regulations leading to 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	unlawful disposal of contaminated materials or chemicals • Lack of systems to control noise and light pollution during night-time event aftercare cleaning in residential or sensitive areas • Poor planning for bulk waste removal during final building cleans leading to congestion and manual handling issues • Insufficient integration with principal contractor's environmental management plan and waste systems • Spillage of waste or chemicals during transport from site to depot or disposal facility • No structured approach for dealing with mould, damp or water-damaged materials encountered during post-renovation cleanups		[REDACTED] [REDACTED] [REDACTED] [REDACTED]	

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.