

Data Cabling

|                   |        |        |  |
|-------------------|--------|--------|--|
| 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      |             |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |  |
| UNLIKELY       | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 4 ACUTE      | 2M MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |  |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records.         | Administrative<br>Change                    |  |
|                |               |            |            |         |              |             |                                   | PPE   |  |

  

| Risk Rating & Required Action: |   |
|--------------------------------|---|
| <b>4A</b>                      | 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. |
| <b>3H</b>                      | Review and approve additional controls for the task parts. Senior supervisor sign-off needed.   |
| <b>2M</b>                      | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |
| <b>1L</b>                      | Proceed, following standard operating procedures. Monitor and keep records.   |

  

| Consequence Scale:   |   |                    |  |
|----------------------|---|--------------------|--|
| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <b>Minor</b>         | First-aid only, no lost time                | negligible delay   | Isolated non-conformance                                 |
| <b>Insignificant</b> | 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 Governance, Roles & Compliance                | <ul style="list-style-type: none"> <li>Lack of clear WHS responsibilities for data and communications work (including subcontractors)</li> <li>Inadequate understanding of WHS Act 2011 and WHS Regulations duties by managers and supervisors</li> <li>No documented WHS management plan for data cabling and AV installation activities</li> <li>Inadequate consultation with workers and Health and Safety Representatives (HSRs)</li> <li>Failure to monitor and review WHS performance of data cabling projects</li> <li>Poor integration of WHS requirements into commercial contracts and procurement for cabling works</li> </ul>  | 4A           | <ul style="list-style-type: none"> <li>Establish and document a WHS management system that explicitly covers data cabling, AV equipment installation, fibre optic, coaxial and communications works in line with WHS Act 2011 and WHS Regulations</li> <li>Define and communicate WHS roles, responsibilities and delegations for officers, PCBUs, project managers, supervisors, and workers involved in data cabling operations</li> <li>Embed WHS obligations and performance requirements into contracts for principal contractors, subcontractors and labour hire providers, including right to audit and stop-work provisions</li> <li>Implement structured consultation processes with workers and HSRs for proposed changes to work methods, equipment or work environments associated with cabling activities</li> <li>Develop a documented WHS management plan template for all significant data and communications projects, including site-specific risk assessment and emergency arrangements</li> <li>Undertake periodic WHS audits and management reviews of data cabling projects, with corrective actions tracked to closure</li> <li>Provide WHS due diligence training for officers, focusing on typical risks arising from audio visual installation, underground cabling and congested service areas</li> </ul> | 2M            |
| 2. Design, Engineering & Planning of Cabling Systems | <ul style="list-style-type: none"> <li>Poor system design leading to congested cable routes and increased manual handling and access risks</li> <li>Inadequate coordination with other services (electrical, HVAC, fire, security), causing clashes and rework</li> <li>Non-compliance with AS/NZS S009, AS/NZS 3080, AS/NZS 3000 and relevant communications standards</li> <li>Insufficient consideration of fire stopping, penetrations and building integrity in cable pathway design</li> <li>Underspecified pathways and racks leading to overloading, overheating and cable damage</li> <li>Lack of planning for separation from electrical and other high-voltage services, introducing electrical and interference hazards</li> </ul> | 4A           | <ul style="list-style-type: none"> <li>Implement a formal design review and approval process for data, fibre, coaxial and AV cabling systems, including WHS input and compliance with relevant Australian Standards and codes</li> <li>Require coordinated building services models or marked-up drawings to manage clashes between communications cabling and other services</li> <li>Specify adequate cable management systems (trays, ladders, trunking, modular racks) to avoid congestion and unsafe access for installation and maintenance</li> <li>Mandate design criteria for cable separation from electrical and other hazardous services in line with relevant standards and manufacturer requirements</li> <li>Include fire-stopping and penetration management requirements in design documentation, with certified products and installation methods nominated</li> <li>Require capacity planning for pathways and equipment racks (including future expansion allowance) to prevent overloading and unsafe retrofits</li> <li>Use formal change management for design alterations, including WHS and constructability review prior to implementation</li> </ul>  | 2M            |
| 3. Contractor, Subcontractor & Supplier Management   | <ul style="list-style-type: none"> <li>Engagement of contractors without appropriate licensing, cabling registration or competency for telecommunications and fibre work</li> </ul>  | 4A           | <ul style="list-style-type: none"> <li>Implement a formal contractor prequalification process that verifies cabling registration, electrical licensing where applicable, relevant experience and WHS system maturity</li> </ul>  | 2M            |

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|   | <ul style="list-style-type: none"> <li>Inconsistent WHS standards and procedures between principal contractor and cabling subcontractors</li> <li>Inadequate prequalification processes for AV and data cabling contractors</li> <li>Poor communication of site rules, emergency procedures and high-risk work controls to subcontractors</li> <li>No systematic verification of insurances, high-risk work licences and training records</li> <li>Commercial pressures leading to unsafe shortcuts and schedule-driven risk taking</li> </ul>   |              | <ul style="list-style-type: none"> <li>Require all data cabling and AV installation contractors to provide project-specific WHS documentation, including risk assessments and SWMS for high-risk construction work</li> <li>Include WHS performance criteria, incident reporting obligations and right of access for audits in all contract conditions</li> <li>Establish a structured site induction process for all contractors and subcontractors, covering emergency procedures, site rules, restricted areas and specific cabling hazards</li> <li>Maintain a central register of contractor licences, cabling registrations, high-risk work licences and competency records, with expiry monitoring</li> <li>Conduct periodic WHS performance reviews and site inspections of contractors, with clear escalation processes for non-compliance</li> <li>Ensure program and resourcing decisions consider realistic timeframes for safe cable installation, rack building, terminations and testing, avoid undue schedule pressure</li> </ul> |               |
| 4. Competency, Training & Authorisation   | <ul style="list-style-type: none"> <li>Workers performing data and fibre cabling tasks without appropriate formal qualifications or cabling registration</li> <li>Insufficient training in safe handling of fibre optic cables, splicing, laser safety and glass shard management</li> <li>Lack of competency in working at height, confined spaces or elevated work platforms for overhead and riser cabling</li> <li>Inadequate training on safety near electrical installations or low-voltage systems associated with AV equipment</li> <li>No refresher training or verification of competency for critical tasks such as termination, testing and rack installation</li> <li>Language, literacy or numeracy barriers leading to misunderstanding of procedures and safety documentation</li> </ul> | 4A           | <p>[REDACTED]</p>   | 2M            |
| 5. Planning of Work Environments & Access (Ceiling Voids, Racks, Risers, Underground) | <ul style="list-style-type: none"> <li>Uncontrolled access to ceiling spaces, riser shafts, underfloor voids and plant rooms used for cable routes</li> <li>Inadequate assessment of structural capacity of ceilings, ladders, supports and racks</li> <li>Unplanned entry into confined spaces or spaces with poor ventilation or</li> </ul>  | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 2M            |

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|   | <p>atmospheric risks (e.g. underground pits, ducts)</p> <ul style="list-style-type: none"> <li>Lack of safe access routes for running cables through congested areas and ceiling spaces</li> <li>Unmanaged interface with civil works for underground cabling and trenching</li> <li>Obstructions and poor housekeeping in communications rooms and around racks leading to trip and crush hazards</li> </ul>   |              | [REDACTED]   |               |
| 6. Electrical Interface, Isolation & Low-Voltage Safety | <ul style="list-style-type: none"> <li>Contact with live electrical parts when working near LV circuits powering AV, network switches, UPS and associated equipment</li> <li>Unclear delineation of responsibilities between electricians and data cabling leading to unauthorised electrical work</li> <li>Inadequate lock-out/tag-out procedure for equipment racks, power supplies and associated electrical equipment during installation or maintenance</li> <li>Use of non-compliant power supply adapters and power boards in racks and AV installations</li> <li>Overloading of power outlets and rack power rails causing overheating or fire</li> <li>Uncontrolled energisation of equipment during commissioning or testing</li> </ul> | 4A           | [REDACTED]   | 2M            |
| 7. Plant, Tools & Test Equipment Management             | <ul style="list-style-type: none"> <li>Use of damaged or unmaintained hand tools, power tools, crimpers, splicing units and test instruments</li> <li>Inadequate inspection and tagging of portable electrical equipment used for cabling and AV installation</li> <li>Incorrect use or configuration of testers, OTDRs and certifiers resulting in</li> </ul>  | 3H           | [REDACTED]   | 1L            |

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|   | <ul style="list-style-type: none"> <li>rework and unsafe re-access to high-risk areas</li> <li>• Uncontrolled use of laser light sources for fibre testing, leading to eye injury</li> <li>• Lack of manufacturer instructions or safe operating procedures for specialised cable pulling and splicing equipment</li> <li>• Improvised tools or equipment for pulling cables through congested routes and underground conduits</li> </ul>   |              | [REDACTED]   |               |
| 8. Working at Height, Ladders & Elevated Work Platforms | <ul style="list-style-type: none"> <li>• Falls from ladders or EWPs when installing cable trays, trunking or AV equipment at height</li> <li>• Use of unsuitable ladders or access equipment in congested plant rooms, theatres or ceiling spaces</li> <li>• Unsecured tools and materials falling from height during overhead cable or equipment installation</li> <li>• Inadequate planning for EWP access in finished buildings, areas or outdoor areas</li> <li>• Overreaching and poor ladder positioning when reaching into high ceiling voids or along walls</li> <li>• Failure to establish exclusion zone beneath overhead work</li> </ul> |              | [REDACTED]   | 2M            |
| 9. Manual Handling, Ergonomics & Materials Handling     | <ul style="list-style-type: none"> <li>• Musculoskeletal injuries from repetitive pulling of cables through conduits, ceilings and underground routes</li> <li>• Strains from handling drums, coils and reels of cable, fibre, trunking and equipment</li> <li>• Poor ergonomics when working in ceiling spaces, under desks or in confined communications rooms</li> <li>• Inadequate systems for mechanical assistance or team lifting of heavy equipment racks and AV components</li> </ul>  | 3H           | [REDACTED]   | 1L            |

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|  | <ul style="list-style-type: none"> <li>• Improper storage and stacking of cable drums and AV equipment leading to crush or impact injuries</li> <li>• Extended periods of fine motor work during terminations and splicing causing fatigue and strain</li> </ul>  |              | [REDACTED]   |               |
| 10. Fibre Optic, Coaxial & Cable Integrity Management  | <ul style="list-style-type: none"> <li>• Eye injury from exposure to invisible laser or LED light in fibre optic systems</li> <li>• Puncture or ingestion risk from fibre shards and offcuts during splicing and termination</li> <li>• Cable damage due to exceeding bend radius, pulling tension or crush limits, leading to rework and unsafe re-entry to hazardous areas</li> <li>• Poor segregation of copper, fibre, coaxial and power cables causing interference, overheating or fire risk</li> <li>• Inadequate labelling and documentation of terminations leading fault-finding in unsafe conditions</li> <li>• Uncontrolled disposal of fibre offcuts and contaminated materials</li> </ul> | 3H           | [REDACTED]   | 1L            |
| 11. Underground, External & Congested Route Management | <ul style="list-style-type: none"> <li>• Damage to underground services (electricity, gas, water, communications) when laying ducts or pulling cables</li> <li>• Working near traffic or mobile plant during external and underground cabling works</li> <li>• Uncontrolled entry into pits, manholes and ducts presenting confined space, engulfment or atmospheric hazards</li> <li>• Cable snagging or jamming in congested conduits, resulting in excessive pulling force and uncontrolled movements</li> <li>• Trip hazards and public interface risks where temporary cable routes cross walkways and public areas</li> </ul>   | 4A           | [REDACTED]   | 2M            |

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|   | <ul style="list-style-type: none"> <li>Exposure to environmental conditions (heat, cold, rain) without adequate planning and controls</li> </ul>   |              | [REDACTED]   |               |
| 12. Integration with Building Systems, Fire Safety & Penetrations | <ul style="list-style-type: none"> <li>Compromised fire and smoke barriers due to unsealed penetrations for cabling</li> <li>Incompatible cable types with building fire performance requirements (e.g. plenum ratings, low smoke zero halogen)</li> <li>Routing of cables through fire-isolated stairwells or egress paths contrary to building and fire regulations</li> <li>Interference with existing fire detection, suppression or emergency warning systems</li> <li>Overloading of cable supports, trays and risers increasing fire load and structural risk</li> <li>Lack of documented inspection and sign-off for fire-stopping penetrations associated with trunk cable installations</li> </ul> | 4A           | [REDACTED]   | 2M            |
| 13. Cybersecurity, Network Integrity & Operational Continuity     | <ul style="list-style-type: none"> <li>Physical cabling changes causing unintended disruption to critical business systems and life-safety communications</li> <li>Poor labelling and change control leading to accidental disconnection of essential services (e.g. emergency call systems, security, BMS)</li> <li>Unsecured communications rooms and racks allowing unauthorised physical access to network infrastructure</li> <li>Inadequate coordination between ICT change management and physical cabling works</li> <li>Loss of configuration or test data due to poor documentation practices during installation and commissioning</li> </ul>   | 3H           | [REDACTED]   | 1L            |

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|---|--|--------------|---|---------------|
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|   | <ul style="list-style-type: none"> <li>No contingency planning for system outages caused by cabling works</li> </ul>   |              |   |               |
| 14. Fatigue, Work Scheduling & Psychosocial Risks                       | <ul style="list-style-type: none"> <li>Extended work hours and shift work during cutovers and after-hours installations leading to fatigue-related errors</li> <li>High workload and time pressure from project deadlines causing risk-taking and shortcuts</li> <li>Working alone in ceiling spaces, plant rooms or remote communications areas without adequate support</li> <li>Psychosocial stress from client expectations, complex technology integration and frequent changes to scope</li> <li>Insufficient breaks during detailed termination and splicing tasks impacting concentration and quality</li> </ul>   | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L            |
| 15. Emergency Preparedness, Incident Reporting & Continuous Improvement | <ul style="list-style-type: none"> <li>Lack of appropriate emergency response procedures for electrical shock, falls, eye injuries and fibre shard exposure</li> <li>Inadequate first aid coverage for distributed worksites, underground cabling areas and after hours projects</li> <li>Under-reporting of incidents, near misses and hazards during data cabling work</li> <li>No structured investigation or learning process following incidents or network outages caused by cabling works</li> <li>Poor integration of contractor incidents into the principal PCBU's WHS reporting and review processes</li> </ul> | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L            |
|   |  |              |   |               |

**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.