

Electrical Maintenance, Fault Finding and Renovations

| | | |
|-------------------|--------|--------|
| 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 Governance, Legal Compliance and PCBU Duties | <ul style="list-style-type: none"> Lack of clear WHS governance structure for electrical maintenance and renovation activities Failure to understand and apply WHS Act 2011 and WHS Regulations to electrical work (including construction work) Inadequate integration of AS/NZS 3000, AS/NZS 3012 and AS/NZS 4836 requirements into company procedures No documented due diligence processes by officers overseeing electrical works Inadequate consultation mechanisms with workers and Health and Safety Representatives (HSRs) Poor definition of roles and responsibilities between PCBU, principal contractor, electrical contractor and sub-contractors Insufficient monitoring and review of WHS performance and incidents in electrical operations Failure to manage overlapping duties with building owners, facility managers and other trades No process to verify electrical contractors' licences, insurance and safety systems | 4A | <ul style="list-style-type: none"> Establish and document a WHS management system aligned with WHS Act 2011, WHS Regulations and relevant Codes of Practice, specifically addressing electrical installation, maintenance and renovation work Define and document PCBU and officer due diligence duties, including regular WHS reporting to senior management on electrical work risks and performance Develop and maintain a legal and standards register covering relevant electrical legislation and standards (e.g. AS/NZS 3000, AS/NZS 3012, AS/NZS 4836, AS/NZS 3760) and incorporate key requirements into procedures Implement a formal process for verifying and recording electrician licensing, trade qualifications, high risk work licences (where applicable) and insurances before engagement Establish written WHS responsibilities, delegations and accountability statements for managers, supervisors, leading hands and workers involved in electrical tasks Implement regular WHS consultation processes (e.g., toolbox talks, safety committees, issue resolution processes) specific to electrical maintenance and renovation activities Develop procedures for managing overlapping duties with building owners, tenants and other PCBUs, including WHS interface agreements and documented pre-start coordination meetings Introduce periodic independent audits and management reviews of the electrical WHS management system and critical controls effectiveness Ensure all projects involving electrical renovations or system upgrades undergo WHS risk assessment at planning stage, with documented approval by competent persons | 3H |
| 2. Competency, Licensing, Supervision and Training | <ul style="list-style-type: none"> Unlicensed or improperly supervised electrical work on installations and switchboards Electricians or apprentices unfamiliar with current standards for renovations and upgrades Insufficient training on fault finding in energised or potentially energised low voltage systems Inadequate supervision of apprentices during complex work such as rewiring a house or high rise servicing | 4A | <ul style="list-style-type: none"> Implement a documented competency management system that specifies required licences, qualifications and experience for all electrical roles, including maintenance, renovations and switchboard work Require evidence of current electrical licence, trade qualifications and any relevant endorsements prior to engagement, with periodic re-verification Establish written supervision requirements for apprentices and electrical workers in training, including limits on tasks that can be performed without direct supervision Develop and deliver mandatory training programs covering safe isolation procedures, verification of de-energisation, LV rescue, CPR and arc flash awareness in line with AS/NZS 4836 | 2M |

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| | <ul style="list-style-type: none"> No structured verification of competency for new hires, labour-hire workers or sub-contractors Gaps in training related to safe isolation, testing for dead, and LV access permits Lack of refresher training for changes in legislation, standards or company procedures Inadequate induction training for specific sites such as high rise buildings or aged infrastructure | | <ul style="list-style-type: none"> Introduce a structured verification of competency (VOC) process for high-risk activities such as switchboard fault finding, system upgrades and work in high rise risers Provide site-specific induction programs addressing building electrical layouts, emergency procedures, access constraints, and interfaces with other building services Schedule periodic refresher training on changes to electrical standards, company procedures, and lessons learnt from incidents and near misses Maintain a central training and competency register, with automated reminders for licence renewals and recurrent training Undertake periodic field-based competency assessments by supervisors or external auditors to confirm safe work practices are applied in practice | |
| 3. Electrical Design, Engineering and Change Management | <ul style="list-style-type: none"> Poorly conceived electrical designs for renovations or system expansions leading to overloading, faults or non-compliance Uncontrolled changes to existing electrical installations during renovations or rewiring Lack of engineering review for modifications to switchboards, protective devices and automatic systems Inadequate discrimination and coordination of protection when upgrading existing systems Unmanaged design interface issue between new and existing wiring or equipment Failure to consider future load growth, redundancy and fault levels in high rise electrical servicing Absence of formal Management of Change (MoC) process for electrical alterations and upgrades Insufficient documentation or as-built drawings to support maintenance and future works | 4A | <ul style="list-style-type: none"> Require all new work, renovations, system expansions and switchboard upgrades to be based on formal electrical design prepared or reviewed by a competent electrical engineer or designer Implement a Management of Change (MoC) procedure for modifications to existing electrical systems, including hazard identification, risk assessment, and authorisation prior to implementation Mandate protective device coordination studies and short circuit calculations for significant system alterations, high rise works and major switchboard changes Establish design review checkpoints involving operations, maintenance and WHS representatives to ensure constructability, serviceability and safety in design Adopt standard design templates and typical circuits compliant with AS/NZS 3000 to reduce variability and design errors Require formal design verification and, where necessary, independent certification for complex installations or those with high fault current levels Ensure all relocated outlets, re-routed wiring and new circuits are documented on updated single line diagrams, floor plans and circuit schedules Implement an as-built documentation process requiring submission, review and controlled storage of updated drawings, schematics and settings Include clear design specifications for segregation of services, access clearances, labelling, isolation points and test facilities | 2M |
| 4. Planning of Works, Permits and Coordination with Other Trades | <ul style="list-style-type: none"> Reactive, unplanned electrical repairs leading to rushed decision making and unsafe work sequencing | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> No formal work planning for renovations, rewiring and outlet relocation within occupied premises Inadequate permit to work systems for energised work or low voltage installation isolation access Poor coordination between electrical workers and other trades (plumbers, carpenters, HVAC, data) creating concurrent work conflicts Working in tenanted or public-access areas without adequate segregation or communication Failure to identify and manage essential services (fire systems, lifts, security, medical equipment) before isolation Lack of planning for out-of-hours work, noise and disruption controls, or staged shutdowns Inadequate planning for access to switch rooms, risers, ceiling spaces and confined or restricted spaces in high rise buildings | | <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> | |
| 5. Isolation, Lockout/Tagout and Verification of De-Energisation | <ul style="list-style-type: none"> Failure to fully isolate circuits before maintenance, repairs or modification Inadequate application of lockout/tagout allowing inadvertent re-energisation Reliance on labelling alone without testing for dead before contact Multiple PCBUs or contractors operating on the same switchboard without coordinated isolation controls Complexity of circuits in older or renovated buildings creating unidentified backfeeds and induced voltages Inadequate procedures for low voltage installation isolation access permits | 4A | <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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| | <ul style="list-style-type: none"> • Temporary energisation during testing not managed through a controlled process • Absence of standardised, fit-for-purpose isolation equipment and lockout hardware | | [REDACTED] | |
| 6. Condition of Electrical Infrastructure, Switchboards and Equipment | <ul style="list-style-type: none"> • Ageing, poorly maintained switchboards, distribution boards and wiring in existing buildings • Unidentified defects such as damaged insulation, exposed conductors, or corroded terminations • Inadequate fault protection or absence of RCDs on existing circuits being modified or extended • Use of non-compliant or counterfeit electrical components in repairs and renovations • Poorly documented history of previous alterations leading to misconnection boxes or undocumented splices • Inadequate inspection and testing of faulty or replaced equipment before re-energisation • Lack of test instrument or calibration controls for verification tests • Uncontrolled introduction of portable and temporary electrical equipment on sites | 4H | [REDACTED] | 2M |
| 7. Tools, Test Equipment and Plant Management | <ul style="list-style-type: none"> • Use of damaged, unsuitable or untested tools and test equipment for electrical work • Lack of system to ensure insulated tools and test leads remain fit for purpose | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Inadequate management of ladders, elevated work platforms and access plant used near live electrical parts No asset management system for tracking, inspecting and replacing critical test equipment Improvised or modified test equipment used for fault finding or live testing Insufficient controls over hire equipment or sub-contractor-owned equipment brought onto site | | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | |
| 8. Work Environment, Access, Housekeeping and Physical Hazards | <ul style="list-style-type: none"> Working in congested switch rooms, ceiling spaces, risers or plant rooms with restricted access and poor egress Trip, slip and fall hazards from leads, tools, materials and waste in work area Uncontrolled work at height for tasks such as high rise electrical servicing, rewiring and outlet relocation Exposure to asbestos or other hazardous materials when accessing old wiring in wall cavities or ceiling spaces Inadequate lighting, ventilation or temperature control affecting concentration and task performance Uncontrolled manual handling risks when lifting switchboard components, cable drums or distribution boards Noise and dust exposure during associated building works impacting communication and situational awareness | 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 |

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| 9. Interaction with Clients, Occupants and the Public | <ul style="list-style-type: none"> • Uninformed occupants or tenants interfering with electrical installations during maintenance or renovations • Public access to areas where wiring is exposed or protective covers are removed • Client pressure to maintain power supply to non-essential circuits during hazardous work • Poor communication of shutdowns, testing and commissioning activities to affected stakeholders • Inadequate arrangements for protecting vulnerable occupants (e.g., aged care, hospitals, schools) during electrical isolation or fault conditions • Misunderstandings regarding responsibilities for building owner-controlled electrical infrastructure | 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> | 2M |
| 10. Documentation, Records, Labelling and System Information | <ul style="list-style-type: none"> • Outdated or missing diagrams, circuit schedules and switchboard labels • Incomplete or absent records of previous repairs, renovations or system upgrades • Poor labelling of conductors, circuits, isolation points and RCD coverage • Lack of traceability for test results, commissioning records and certificates of compliance • Use of undocumented temporary connections or bypasses during fault finding • Inadequate information management systems leading to loss or inaccessibility of critical electrical data | 3H | <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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| | | | [REDACTED] | |
| 11. Emergency Preparedness, Incident Response and First Aid | <ul style="list-style-type: none"> • Lack of preparedness for electrical shock, arc flash or fire incidents during maintenance or renovations • Inadequate availability of trained LV rescue and CPR personnel when working on electrical installations • Poorly defined emergency response roles between contractor, building management and other PCBUs • Insufficient access to suitable fire extinguishers near electrical switchboards and work areas • Failure to report, investigate and learn from electrical incidents and near misses • Inadequate arrangements for emergency access and egress in high rise buildings or restricted electrical spaces | 3H | [REDACTED] | 2M |
| 12. Contractor, Sub-Contractor and Labour-Hire Management | <ul style="list-style-type: none"> • Engagement of electrical contractors or labour-hire workers with inadequate WHS systems or supervision • Variability in safety standards and procedures across different contractors working on the same site • Insufficient prequalification and monitoring of contractors performing complex renovations or system upgrades • Lack of clarity around who controls the work area and isolation points when multiple parties are present | 3H | [REDACTED] | 2M |

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| | <ul style="list-style-type: none"> Inadequate onboarding, induction and performance review of sub-contractors and labour-hire personnel Commercial pressure on contractors leading to shortcuts in isolation, testing or documentation | | [REDACTED] | |
| 13. Fatigue, Work Scheduling and Psychosocial Risk Management | <ul style="list-style-type: none"> Workers performing fault finding and emergency repairs while fatigued, especially after hours Extended shifts or split shifts during major shutdowns or renovations increasing error likelihood Time pressure from clients or management to restore power quickly encouraging risk-taking Psychosocial stress from high-risk decision making, lone work and responsibility for critical systems Inadequate system monitoring, hours of work and rest for employees and sub-contractors | | [REDACTED] | 2M |
| 14. Continuous Improvement, Audit and Assurance | <ul style="list-style-type: none"> Static WHS systems that do not adapt to new technologies, equipment or renovation methods Lack of systematic review of incident data, near misses and audit findings relating to electrical work Inconsistent implementation of procedures across different sites, projects and supervisors | 3H | [REDACTED] | 1L |

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| | <ul style="list-style-type: none"> • Failure to identify deterioration in safety culture or drift from safe electrical practices over time • No benchmarking of electrical safety performance against industry standards or peers | | <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> | |
| | | | | |
| | | | | |

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.