

**Fire Equipment Inspection Testing and Maintenance**

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> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> 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:	
<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 before task starts. 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, Legal Compliance and PCBU Duties	<ul style="list-style-type: none"> <li>Lack of documented WHS responsibilities for officers, managers and supervisors in relation to fire equipment testing and maintenance</li> <li>Failure to identify and comply with WHS Act 2011, WHS Regulation and referenced Australian Standards for fire protection systems (e.g. AS 1851, AS 3745, AS 2293, AS 1670, AS 2419, AS 3786)</li> <li>Inadequate consultation with workers, HSRs and contractors on fire safety risks and proposed controls</li> <li>No systematic review of compliance following regulatory changes, building modifications or incidents</li> <li>Inadequate due diligence by officers leading to under-resourcing of fire safety management</li> <li>Lack of clear accountability for ensuring emergency exits, alarms, lighting and fire equipment remain compliant at all times</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish and maintain a WHS governance framework that explicitly allocates duties for fire equipment inspection, testing and maintenance in line with WHS Act 2011 sections on PCBU and officer responsibilities</li> <li>Develop and implement a documented Fire Safety Management Plan that references relevant Australian Standards (e.g. AS 1851 for routine service, AS 3745 for emergency planning, AS 2293 for emergency lighting, AS 1670 for fire detection and alarm systems, AS 2419 for hydrant installations, AS 3786 for smoke alarms)</li> <li>Implement a legislative and standards register with scheduled six-monthly reviews to capture changes in WHS legislation, Building Codes and fire standards, and update internal procedures accordingly</li> <li>Define and document officer due-diligence activities (e.g. periodic inspections, performance reviews, resource approvals) relating to fire safety systems and emergency egress</li> <li>Establish formal WHS consultation arrangements (HSRs, WHS committees) that include standing fire safety and emergency preparedness agenda items</li> <li>Undertake periodic external compliance audits of fire protection systems, emergency exits and documentation to verify adherence to WHS Act, Regulations and relevant codes</li> <li>Integrate WHS performance indicators for fire safety (e.g. completion of testing regime, defect close-out times) into senior management reporting and review</li> </ul>	3H
2. Fire Safety Policy, Procedures and Documentation Control	<ul style="list-style-type: none"> <li>Absence of overarching fire safety policy covering inspection, testing, maintenance and egress requirements</li> <li>Outdated or inconsistent procedure for fire alarm testing, emergency exits checks, emergency lighting and fire extinguisher servicing</li> <li>Uncontrolled documents and drawings leading to conflicting instructions for pumps, sprinklers, tanks and suppression systems</li> <li>Lack of standardised forms for fire equipment inspections, property egress audits and smoke alarm testing</li> <li>Poor record keeping making it impossible to demonstrate testing frequencies, outcomes and rectification of defects</li> </ul>	3H	<ul style="list-style-type: none"> <li>Develop and endorse a corporate Fire and Emergency Safety Policy that sets minimum standards for all sites and activities, including inspection, testing, maintenance and egress requirements</li> <li>Create standard operating procedures (SOPs) for each fire protection system and device class (e.g. pumpset-sprinklers-tanks, emergency exits, emergency lighting, detectors and alarms, hydrants, hose reels, extinguishers, smoke alarms, suppression systems)</li> <li>Implement a document control system ensuring current versions of fire safety procedures, schematics and asset registers are available, version-controlled and accessible to relevant personnel and contractors</li> <li>Standardise inspection and test records (checklists, digital forms) aligned to AS 1851 and applicable standards for each equipment type, using plain language and Australian terminology</li> <li>Introduce a record retention policy requiring secure storage of fire system service reports, certificates and defect logs for defined minimum periods and regulatory audits</li> <li>Provide translated key safety information or pictogram-based guidance where language or literacy needs are identified</li> <li>Undertake scheduled annual review of all fire-related procedures with input from competent fire service technicians and WHS representatives</li> </ul>	2M

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	<ul style="list-style-type: none"> <li>Language or literacy barriers preventing workers and contractors understanding key procedures</li> </ul>			
3. Competency, Training and Licensing of Personnel	<ul style="list-style-type: none"> <li>Inadequate technical competency of internal staff or contractors conducting fire equipment testing and maintenance</li> <li>Use of unlicensed or non-accredited technicians for regulated activities such as fire alarm system alterations, fire extinguisher installation or suppression system work</li> <li>Insufficient training in WHS obligations, hazard identification and risk management associated with fire protection work</li> <li>Lack of understanding of specific requirements for emergency exit testing, emergency lighting and egress audits</li> <li>No refresher training leading to skill fade and outdated practices not aligned with current standards</li> <li>Inadequate induction of contractors regarding site-specific emergency procedures and isolation requirements</li> </ul>	4A	<ul style="list-style-type: none"> <li>Define competency profiles for all roles involved in fire equipment inspection, testing, maintenance and egress assessment, including minimum qualifications, licences and experience requirements</li> <li>Verify and record current licences, accreditations and training qualifications for fire service contractors (e.g. for fire detection/alarms, portable fire equipment, pump and suppression systems) prior to engagement and periodically thereafter</li> <li>Provide WHS and technical induction for internal staff covering fire system types, key Australian Standards, common hazards, lock-out/tag-out requirements and building-specific risks</li> <li>Mandate regular refresher training (e.g. every 2–3 years) on changes to standards, system technologies and emergency egress requirements, with attendance recorded</li> <li>Develop and deliver targeted training modules on emergency lighting and exit signage testing, smoke alarm testing—installation, and property egress auditing</li> <li>Require contractors to complete site-specific induction, including emergency response, restricted areas, isolation procedures and permit-to-work where applicable</li> <li>Conduct periodic competency assessments or field verification audits of technicians performing fire safety work, with corrective actions for identified gaps</li> </ul>	2M
4. Contractor Management and Procurement of Fire Services	<ul style="list-style-type: none"> <li>Selection of contractors based solely on cost without assessing competency and fire protection capability</li> <li>Poorly defined scope of testing and maintenance of fire systems leading to incomplete coverage (e.g. omitting hydrants, hose reels, emergency lighting or pumpset components)</li> <li>Inadequate pre-qualification of contractors regarding insurances, incident history and safe work systems</li> <li>Lack of oversight of contractor work methods, including unsafe practices around live electrical, heights or confined spaces</li> <li>Fragmented contractor engagement for different fire systems causing gaps in</li> </ul>	4A	<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"> <li>responsibility and unclear defect ownership</li> <li>• Failure to manage subcontractor chains performing specialist inspections or repairs</li> </ul>		[REDACTED]	
5. Asset Register, Design Information and Configuration Management	<ul style="list-style-type: none"> <li>• Incomplete or inaccurate fire safety asset register for extinguishers, hydrants, hose reels, pumps, sprinklers, tanks, detectors, alarms, emergency lighting and smoke alarms</li> <li>• Lack of as-built drawings and system schematics for fire detection, alarm and suppression systems</li> <li>• Uncontrolled modifications to fire systems, emergency exits or building layout not reflected in documentation</li> <li>• Inability to track location, type, rating and service history of portable fire-fighting equipment</li> <li>• Misidentification or loss of critical items such as firefighters' operation switches, isolation valves or pumpset controls</li> <li>• Mismatched system configuration with performance requirements (e.g. changed building use increasing load without system upgrade)</li> </ul>	3H	[REDACTED]	2M
6. Inspection, Testing and Preventive Maintenance Regime	<ul style="list-style-type: none"> <li>• No structured inspection and testing program for fire equipment leading to missed statutory or standards based intervals</li> <li>• Reliance on reactive maintenance after failures of alarms, extinguishers, pumps or emergency lighting</li> <li>• Inconsistent testing procedures across different sites or contractors resulting in variable quality</li> <li>• Failure to test emergency exits, door hardware and paths of travel for obstructions and functionality</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Inadequate testing of smoke alarms and detectors, including false alarm trends not being addressed</li> <li>Overdue servicing of suppression systems, hydrants, hose reels and tanks, reducing reliability during an emergency</li> </ul>		[REDACTED]	
7. Defect Identification, Tag-Out and Rectification Management	<ul style="list-style-type: none"> <li>Identified defects with fire alarms, pumps, sprinklers, extinguishers, hydrants, hose reels, emergency lighting or smoke alarms not being actioned</li> <li>Lack of formal process for tagging defective fire equipment and communicating status to building occupants and emergency wardens</li> <li>Use of defective or out-of-service equipment during an emergency due to poor labelling or records</li> <li>Unclear prioritisation of critical defects versus non-critical issues leading to delayed repairs of high-risk faults</li> <li>No tracking of recurring defects that indicate systemic issues with the building environment or maintenance quality</li> <li>Inadequate interim risk controls while critical fire systems are in maintenance or offline</li> </ul>	4A	[REDACTED]	2M
8. Emergency Egress, Exit Routes and Property Egress Audits	<ul style="list-style-type: none"> <li>Obstructed or locked emergency exits preventing effective evacuation</li> <li>Poorly designed or poorly marked egress routes in complex buildings or during construction and refurbishment</li> <li>Failure to conduct regular property egress audits to confirm compliance with egress widths, travel distances and discharge points</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Inadequate maintenance of exit doors, self-closing mechanisms and panic hardware</li> <li>Inaccurate or missing evacuation diagrams and signage not aligned with actual exits and assembly areas</li> <li>Unauthorised alterations to fit-out or storage encroaching into paths of travel and stairwells</li> </ul>		[REDACTED]	
9. Emergency Lighting and Exit Signage Management	<ul style="list-style-type: none"> <li>Emergency lighting and exit signage not operating during mains power failure due to flat batteries, failed fittings or control faults</li> <li>Testing not undertaken at required intervals or not recorded correctly as per AS 2293</li> <li>Installation of non-compliant or poorly located emergency lights and exit signage resulting in inadequate illumination of exit paths</li> <li>Failure to address recurring faults or widespread non-functioning fittings indicating systemic electrical or design issues</li> <li>Modifications to building layout not reflected in emergency lighting and exit signage layouts</li> <li>Inadequate monitoring of contractors performing emergency lighting test and tag activities</li> </ul>	3H	[REDACTED]	2M
10. Fire Detection, Alarm and Firefighter Interface Systems	<ul style="list-style-type: none"> <li>Failure of automatic fire detection and alarm systems due to inadequate testing or maintenance</li> <li>Incorrect configuration of alarm zones, sounder circuits or signalling paths to the fire service or monitoring centre</li> <li>Unreliable firefighters' operation switches or brigade interface points due to lack of testing and servicing</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• High rate of false alarms leading to complacency and slow response by occupants or emergency services</li> <li>• Uncoordinated upgrades or alterations to alarm systems causing incompatibility between panels, detectors and field devices</li> <li>• Insufficient supervision of critical alarm system impairments (e.g. isolated loops, disabled zones) and failure to restore normal operation</li> </ul>		[REDACTED]	
11. Fire Pumps, Sprinklers, Tanks, Hydrants, Hose Reels and Suppression Systems	<ul style="list-style-type: none"> <li>• Failure of fire pumps to start or maintain required pressure due to inadequate servicing or testing regime</li> <li>• Blocked or corroded sprinkler heads, hydrants or hose reels reducing water delivery in an emergency</li> <li>• Insufficient water supply due to tank condition, isolation valves closed or low water levels</li> <li>• Inadequate maintenance and testing of fixed fire suppression systems (e.g. gaseous, foam, kitchen hoods) leading to non-activation or unintended discharge</li> <li>• Lack of clear responsibility for the maintenance of common property fire-fighting systems in multi-tenant or strata properties</li> <li>• Servicing work not coordinated with operational needs, leading to systems inadvertently left in manual or bypass modes</li> </ul>	4A	[REDACTED]	2M
12. Portable Fire Equipment (Extinguishers, Hydrants, Hose Reels) Management	<ul style="list-style-type: none"> <li>• Fire extinguishers, hydrants and hose reels not inspected or tested at required intervals resulting in non-functional equipment</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Incorrect extinguisher type or rating for hazards present (e.g. inadequate protection for electrical or flammable liquid risks)</li> <li>• Extinguishers or hydrant outlets obstructed, poorly mounted or not readily visible along egress routes</li> <li>• Uncontrolled relocation or removal of portable fire equipment without updating site plans and asset registers</li> <li>• Failure to follow AS 1851 testing and recharge requirements, including pressure testing and mass checks</li> <li>• No system in place to track installation, maintenance and replacement dates for portable equipment across multiple sites</li> </ul>		[REDACTED]	
13. Smoke Alarm and Residential-Type Detector Management	<ul style="list-style-type: none"> <li>• Smoke alarms in accommodation, residential or mixed-use areas not installed, tested or replaced in accordance with AS 3786 and regulatory requirements</li> <li>• Incorrect location of smoke alarms leading to ineffective warning or nuisance alarms (e.g. near bathrooms or kitchens without heat or suitable detectors)</li> <li>• Failure to manage battery replacement schedules or end-of-life replacement for sealed units</li> <li>• Lack of clarity over responsibilities between landlord, tenant, property manager and strata for smoke alarm testing and maintenance</li> <li>• Inadequate records of smoke alarm installation, testing, fault reports and rectification actions</li> <li>• Unauthorised disabling or removal of smoke alarms by occupants</li> </ul>	3H	[REDACTED]	2M
14. Change Management, Refurbishment and New Installations	<ul style="list-style-type: none"> <li>• Building refurbishments, fit-outs or changes of use proceeding without reassessment of fire system capacity and egress adequacy</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• New or relocated plant, partitions or storage affecting sprinkler performance or blocking exits and access to fire equipment</li> <li>• Installation of additional fire equipment (e.g. new extinguishers, hose reels, detectors) without integration into existing testing and maintenance systems</li> <li>• Temporary works during construction impairing fire detection, alarm coverage or emergency lighting functionality</li> <li>• Failure to coordinate with fire engineers, certifiers or regulators for significant design changes</li> <li>• Inadequate communication of system changes to staff, emergency wardens and contractors</li> </ul>		[REDACTED]	
15. Monitoring, Audits, Reporting and Continuous Improvement	<ul style="list-style-type: none"> <li>• Lack of systematic performance monitoring for fire safety systems and maintenance activities</li> <li>• Internal audits not completed or limited in scope, failing to identify gaps in compliance for emergency exits, lighting, alarms and fire equipment</li> <li>• Incident, near-miss and false alarm data not analysed to improve systems and procedures</li> <li>• Under-reporting of safety concerns by workers or contractors due to weak reporting culture</li> <li>• No management review process to evaluate effectiveness of the fire safety management system</li> <li>• Repeat non-conformances from regulatory inspections or insurer surveys not being addressed</li> </ul>	3H	[REDACTED]	2M
16. Emergency Planning, Information, Training and Drills	<ul style="list-style-type: none"> <li>• Workers and occupants unaware of emergency procedures, evacuation routes and assembly areas</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Insufficient training of fire wardens and first response personnel in the use and limitations of fire equipment</li> <li>• Emergency procedures not aligned with actual fire protection systems and building layout</li> <li>• Infrequent or poorly planned evacuation drills leading to confusion during a real event</li> <li>• Emergency information not updated after changes to fire equipment, exits or alarm systems</li> <li>• Inadequate consideration of vulnerable occupants or visitors in emergency planning</li> </ul>		<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.