

Glass Manufacturing

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 & Consultation	<ul style="list-style-type: none"> Inadequate understanding or implementation of WHS Act 2011 and WHS Regulations across glass manufacturing operations Lack of formal WHS policy, objectives and due diligence processes from Officers Insufficient consultation with workers and Health & Safety Representatives (HSRs) regarding specialised glass processes (e.g. silvering, pyrolytic coating, tempering, stained glass work) No systematic review of new or changed processes such as mirror manufacturing or patterned glass production before introduction Failure to monitor and incorporate updates to relevant Australian Standards, Codes of Practice and industry guidance (e.g. plant, hazardous chemicals, confined spaces, noise) Inadequate incident notification and regulator liaison processes Poor integration of WHS requirements into contractor and labour-hire management 	4A	<ul style="list-style-type: none"> Develop, endorse and periodically review a WHS policy that explicitly covers all glass manufacturing activities including tube drawing, tempering, silvering, pyrolytic coating, patterned glass production, stained glass operations and adhesive bonding Implement a WHS legal register identifying all relevant Acts, Regulations, Australian Standards and Codes of Practice, with a documented process to review at least annually and when changes occur Establish a formal WHS governance structure with defined roles and responsibilities for Officers, managers and supervisors, including due diligence reporting (KPIs, audits, incident trends) Implement consultation and HSR framework with scheduled WHS committee meetings that include representatives from hot end operations, coating lines, silvering, soldering areas and adhesive application workstations Introduce formal Management of Change (MoC) procedure requiring risk assessment, consultation and approval before any new glass product line, coating chemistry, furnace upgrade or process automation is introduced Maintain documented procedures for notifiable incidents, regulator contact details and prompt internal escalation Embed WHS requirements into contractor induction, pre-qualification, contracts and ongoing performance reviews, ensuring specialist contractors (e.g. furnace technicians, coating specialists) meet site WHS standards Conduct periodic independent WHS compliance audits and management reviews, capturing actions in a tracked improvement plan 	3H
2. Risk Management Systems & Change Control	<ul style="list-style-type: none"> Ad-hoc or inconsistent risk assessment of integrated glass manufacturing processes (hot end, cold end, coatings, silvering, soldering, UV curing) Failure to identify interactions between processes (e.g. fumes from silvering or soldering affecting nearby workers or ignition sources near UV adhesives) No structured process for assessing risks of new raw materials such as new adhesive systems, silvering chemicals or pyrolytic coating formulations Lack of formal review of previous incidents, near misses and industry alerts relating to glass breakage, furnace failures, chemical exposures or burns 	4A	<ul style="list-style-type: none"> Implement a documented risk management procedure aligned with the WHS Regulations (identify hazards, assess risks, implement controls, review effectiveness) for all glass manufacturing activities Maintain a site-wide risk register that includes specific categories for hot glass forming, tempering, mirror manufacturing, patterned glass, cleaning and handling, coating processes, soldering and adhesive application Use multidisciplinary risk assessment teams (supervisors, workers, engineering, WHS, maintenance, chemical specialists) when assessing process changes, new equipment or new chemicals Integrate Safety Data Sheet (SDS) review, hazardous chemical classification and required controls into the risk assessment process for silvering solutions, coating precursors, solvents and adhesives Mandate pre-start risk reviews for non-routine tasks, maintenance shutdowns, line reconfigurations and commissioning activities Implement a structured Management of Change (MoC) workflow inside the risk system with mandatory sign-off by WHS and engineering for significant changes 	2M

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	<ul style="list-style-type: none"> Inadequate documentation and communication of risk controls, leading to uncontrolled workarounds and drift from procedure Poor verification that implemented controls remain effective over time 		<ul style="list-style-type: none"> Schedule periodic review of high-risk assessments and triggers for review after incidents, near misses or process deviations Apply leading indicators (e.g. risk assessment completion rates, overdue actions, control verification outcomes) to monitor risk management effectiveness 	
3. Plant & Equipment Safety for Glass Forming & Tempering	<ul style="list-style-type: none"> Inadequate guarding or interlocks on furnaces, lehrs, tempering lines, cutting tables, tube forming machines and automated handling systems Failure of safety-critical controls (e.g. emergency stops, light curtains, interlocked doors) due to poor design, bypassing or inadequate maintenance Uncontrolled access to high-temperature zones during tempered glass creation, tempering glass work and glass tube drawing Insufficient lockout/tagout (isolation) systems during maintenance, cleaning or unblocking of machinery Unverified safeguarding on legacy or imported machinery not meeting current Australian Standards Poor maintenance planning resulting in breakdowns, unplanned manual handling and unsafe improvisations Inadequate integration of robots, conveyors, automated systems and vacuum lifting devices with human-machine interfaces and guarding 	4A	<ul style="list-style-type: none"> Apply a formal plant safety management system for all glass forming and tempering equipment, referencing AS/NZS 4024 series and relevant furnace/tempering standards Conduct documented machine safety assessments for furnaces, lehrs, tube drawing lines, tempering ovens, cutting, bedding and handling equipment, and implement appropriate guarding and interlocks Install and verify engineered safeguards such as fixed guards, interlocked access doors, light curtains, pressure sensitive mats and emergency stop systems with periodic functional testing Implement a lockout/tagout procedure and permit system for all maintenance, cleaning and unblocking work on plant, with training and regular supervision checks Introduce a preventative maintenance program in the Computerised Maintenance Management System (CMMS) for all safety-critical components (interlocks, brakes, alarms, extraction systems) Develop engineering change control procedures that require safety review and sign-off before plant modifications or upgrades Designate exclusion zones around hot end and tempering lines, with physical barriers, signage and controlled access for authorised, trained personnel only Ensure procurement specifications for new plant require compliance with Australian Standards, provision of safety documentation, and commissioning safety verification prior to production use 	2M
4. Thermal Hazards & Furnace/Lehr Management	<ul style="list-style-type: none"> Uncontrolled exposure to high temperatures from furnaces, lehrs and heating elements during tube manufacturing, patterned glass forming and tempering Inadequate monitoring and control of furnace atmospheres, combustion systems and refractory condition Failure of temperature control systems leading to overheated equipment, 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> structural damage and potential fire or explosion Inadequate emergency shutdown procedures for furnaces and tempering ovens Poorly planned heat-up and cool-down procedures creating thermal shock risks to plant and product, increasing glass shattering potential Insufficient training for operators and maintenance personnel on furnace hazards and abnormal conditions 		[REDACTED]	
5. Hazardous Chemicals & Coating Systems Management	<ul style="list-style-type: none"> Inadequate identification and control of hazardous chemicals used in pyrolytic coating application, silvering application, mirror backing, cleaning and etching Lack of ventilation and capture systems for fumes, mists and vapours from coating lines and silvering baths Poor segregation, labelling and storage of flammable, corrosive or toxic substances including solvents and curing agents Failure to comply with WHS Regulations for hazardous chemicals, including risk assessment, SDS access and manifest requirements Inappropriate disposal of spent silvering solutions, heavy, containing wastes or coating by-products Insufficient control of chemical deliveries, bulk transfers and mixing, resulting in spill or incompatible mixing risks Inadequate health monitoring for workers exposed to specific hazardous substances where required 	4A	[REDACTED]	2M
6. UV Curing, Adhesives & Bonding Systems	<ul style="list-style-type: none"> Exposure to ultraviolet (UV) radiation during the use of UV curing adhesives for glass bonding and mirror manufacturing 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Inhalation or dermal exposure to volatile organic compounds (VOCs) and sensitising agents in silicone or UV curing adhesives Inadequate control of exothermic curing reactions leading to burns, fires or degradation of adhesive performance Incorrect mixing, dosing or curing parameters resulting from poor procedures or automation errors Lack of maintenance of UV curing equipment, shielding and interlocks Insufficient information to workers regarding chronic health risks associated with repeated exposure to adhesive components 		[REDACTED]	
7. Soldering, Metals & Stained Glass Processes	<ul style="list-style-type: none"> Exposure to metal fumes (e.g. lead, tin, flux decomposition products) during soldering for stained glass creations Inadequate fume extraction from soldering benches leading to inhalation exposures Dermal contact with acids, patinas or cleaning chemicals used in stained glass application Use of open soldering irons and heating elements near combustible materials and flammable solvents Insufficient control of potential lead exposure where lead-based materials are used Ergonomic strain from repetitive fine motor tasks, awkward postures and long periods of detailed close-up work 	3H	[REDACTED]	2M
8. Manual Handling, Mechanical Handling & Storage of Glass	<ul style="list-style-type: none"> Systematic reliance on manual lifting, carrying and rotating of glass tubes, sheets and patterned or tempered 	4A	[REDACTED]	2M

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	<p>panels due to inadequate mechanical aids</p> <ul style="list-style-type: none"> • Poorly designed racking, stillages and storage systems increasing risk of glass breakage or collapse • Inadequate planning for movement of large or heavy glass sheets, mirrors and assemblies between process areas • Lack of competency in operating mechanical handling equipment (vacuum lifters, overhead cranes, trolleys, A-frames) • Congested layouts and poor traffic management causing collision risks and manual handling around mobile plant • Insufficient controls around stacking of tempered and patterned glass which can store high residual stress and fail unexpectedly 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
9. Glass Breakage, Flying Fragments & Product Integrity	<ul style="list-style-type: none"> • Systemic failure to control risks associated with glass shattering during cutting, edging, handling, tempering and transport within the facility • Inadequate specification and control of tempering and heat treating processes, leading to inconsistent glass properties and unexpected breakage • Lack of segregation or shielding in areas where glass may explode (e.g. tempered panels during quenching or cooling) • Insufficient quality control and inspection regimes to detect defects, inclusions or stresses before products leave site • Absence of structured response to breakage events, including clean-up, isolation and investigation • Failure to analyse breakage data trends to improve product and process design 	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>	2M

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10. Noise, Dust, Fumes & Environmental Conditions	<ul style="list-style-type: none"> High noise levels from cutting, grinding, tempering fans, compressors and handling systems, potentially exceeding exposure standards Generation of fine glass dust from cutting, edging and surface treatment processes Fumes and aerosols from coating lines, silvering, soldering, adhesives and combustion processes dispersing across work areas Inadequate ventilation, temperature control and lighting in manufacturing halls, impacting both health and safe operation Insufficient environmental monitoring to verify the performance of noise, dust and fume controls Failure to integrate environmental conditions into maintenance planning, housekeeping and PPE policies 	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
11. Competency, Training & Licence Management	<ul style="list-style-type: none"> Workers operating complex glass manufacturing equipment without verified competency Insufficient process-specific training for tempering, pyrolytic coating, silvering, soldering, stained glass application and UV adhesive use Inadequate induction for operators, labour-hire staff and contractors regarding site-specific hazards and controls Failure to maintain current records of licences, high-risk work qualifications and refresher training Lack of supervisor capability to coach, monitor and correct unsafe work practices Informal on-the-job training that bypasses critical WHS requirements or manufacturer instructions 	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>	2M

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12. Safe Work Procedures, Permits & Documentation Control	<ul style="list-style-type: none"> • Critical tasks performed without up-to-date procedures, permits or work instructions • Outdated or inconsistent versions of operating procedures for furnaces, tempering lines, coating equipment and silvering baths in circulation • Lack of formal permit-to-work systems for high-risk activities such as hot work, confined space entry, working at height or major plant interventions • Procedures that are not practical or aligned with actual workflow, leading to non-compliance and workarounds • Insufficient worker participation in procedure development and review, resulting in key steps or risks being overlooked 	3H	[REDACTED]	2M
13. Emergency Preparedness, Fire Safety & First Aid	<ul style="list-style-type: none"> • Inadequate emergency response planning for furnace incidents, chemical spills, fires, major glass breakage events or power failures • Insufficient fire detection and suppression systems in areas with combustible packaging materials, flammable chemicals or electrical equipment • Lack of trained first aiders familiar with burns, eye injuries, lacerations, skin glass and chemical exposures • Poor communication systems for raising alarms and coordinating evacuations in large or noisy facilities • Emergency equipment (showers, eyewashes, extinguishers, spill kits) not maintained, not clearly located or not suited to the specific hazards 	4A	[REDACTED]	2M
14. Health Monitoring, Wellbeing & Fatigue Management	<ul style="list-style-type: none"> • Failure to identify where health monitoring is required for exposure to hazardous substances (e.g. certain 	3H	[REDACTED]	2M

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	<p>metals, solvents, lead in stained glass work)</p> <ul style="list-style-type: none"> • Inadequate systems for monitoring fatigue in shift workers, furnace operators and maintenance personnel during extended shutdowns or start-ups • Poor recognition and management of heat stress in high-temperature areas around furnaces and lehrs • Under-reporting of early signs of musculoskeletal disorders from repetitive tasks, manual glass handling or tool use (e.g. diamond point tools) • Insufficient support for mental health and psychosocial risks such as production pressure, monotonous tasks or isolated workstations 		[REDACTED]	
15. Contractor, Visitor & Supply Chain Safety	<ul style="list-style-type: none"> • Contractors performing maintenance on furnaces, tempering lines, coating equipment or silvering systems without adequate knowledge of specific hazards • Insufficient control over delivery drivers and visitors entering production or storage areas with plant and glass movement • Poor integration of safety information for new glass products, chemicals, tools (e.g. diamond point tools) or equipment into risk management • Lack of verification that waste contractors manage hazardous glass and chemical wastes in accordance with legal requirements • Inconsistent induction and supervision of short-term or specialist contractors 	3H	[REDACTED]	2M
16. WHS Performance Monitoring, Reporting & Continuous Improvement	<ul style="list-style-type: none"> • Lack of reliable WHS data to identify trends in incidents, near misses, breakages, exposures and non-conformances 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • Under-reporting of hazards, near misses and minor injuries due to cultural or system barriers • Failure to close out corrective actions from audits, inspections, incident investigations and regulator findings • No systematic review of WHS performance by senior management, leading to stagnation or drift from compliance • Inadequate communication of lessons learned to workers and contractors across shifts and departments 		<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.