

**Hazardous Substances**

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.	<b>Administrative</b> Change																									
<b>Risk Rating &amp; Required Action:</b> <table border="1"> <tr> <td><b>4A</b></td> <td>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.</td> </tr> <tr> <td><b>3H</b></td> <td>Review and approve additional controls before the task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td><b>2M</b></td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td><b>1L</b></td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>								<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 the 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.	<b>Notes on Hierarchy of Controls:</b> Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> <li>1. Eliminate</li> <li>2. Substitute</li> <li>3. Isolate</li> <li>4. Engineering</li> <li>5. Administrative</li> <li>6. PPE</li> </ol>																	
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1. Governance, WHS Duties and PCBU's Due Diligence	<ul style="list-style-type: none"> <li>Lack of clear WHS governance structure for hazardous substances leading to non-compliance with WHS Act 2011 and WHS Regulations</li> <li>Officers not exercising due diligence to ensure appropriate resources, processes and verification for hazardous substances management</li> <li>Inadequate WHS policy framework addressing procurement, storage, use and disposal of hazardous chemicals</li> <li>Insufficient integration of hazardous substances risk management into broader organisational risk and assurance processes</li> <li>Failure to consult, cooperate and coordinate with other duty holders (e.g. contractors, landlords, labour hire providers) regarding hazardous chemicals</li> </ul>	High	<ul style="list-style-type: none"> <li>Establish a documented WHS governance framework that explicitly covers hazardous substances, including defined roles, responsibilities and reporting lines in line with WHS Act 2011</li> <li>Ensure officers undertake due diligence activities specific to hazardous substances, including periodic briefings on hazardous chemical risks, key controls and legal obligations</li> <li>Develop and endorse an organisation-wide Hazardous Substances Management Policy aligned with WHS Act 2011, WHS Regulations and Safe Work Australia model Codes of Practice</li> <li>Integrate hazardous substances risk into the corporate risk register, including defined risk owners, treatment plans, timeframes and performance indicators</li> <li>Implement a WHS committee or consultative mechanism that regularly reviews hazardous substances issues, incidents, trends and audit outcomes</li> <li>Establish a documented process for consultation, cooperation and coordination with other PCBUs at shared workplaces about hazardous chemicals (e.g. shared manifests, emergency plans, agreed isolation procedures)</li> <li>Schedule regular management review (e.g. annually) of hazardous substances performance, including legal compliance status, audit findings and improvement actions</li> <li>Integrate hazardous substances compliance (licences, notifications, manifests) in internal audit and assurance programs with clear rectification follow-up</li> </ul>	Medium
2. Procurement, Supplier Management and Introduction of New Substances	<ul style="list-style-type: none"> <li>Procurement of hazardous substance without prior WHS risk assessment or consideration of safer alternatives (substitution)</li> <li>Purchase of chemicals without current Safety Data Sheets (SDS) or with non-compliant SDS</li> <li>Uncontrolled online or off-site purchasing bypassing WHS and procurement approvals</li> <li>Suppliers providing inadequate information about hazards, compatibilities, storage requirements and emergency arrangements</li> <li>Introduction of new hazardous substances into the workplace without consultation, training or update to registers and emergency plans</li> </ul>	High	<ul style="list-style-type: none"> <li>Implement a formal hazardous substances procurement procedure requiring WHS review and approval before purchase, including substitution and elimination considerations</li> <li>Mandate that all suppliers provide current (within 5 years) Australian-compliant SDS prior to first supply and whenever formulations change</li> <li>Restrict purchasing of hazardous substances to authorised buyers via approved procurement systems with embedded WHS checkpoints and banned-substances lists</li> <li>Develop criteria for selection of preferred suppliers based on the quality of WHS information, SDS compliance, packaging, labelling and support services</li> <li>Introduce a pre-purchase hazardous substances risk screening process (e.g. checklist) that evaluates toxicity, flammability, environmental impact, storage class and disposal requirements</li> <li>Require formal change management approval for introduction of any new hazardous substance or significant volume increase, including update to risk assessments, registers and emergency plans</li> <li>Prohibit private or uncontrolled delivery of chemicals directly to worksites; require central receiving and verification against approved products list</li> <li>Periodically review the hazardous substances inventory to identify opportunities for elimination, consolidation of products and substitution with lower risk options</li> </ul>	Medium
3. Hazard Identification, Risk Assessment and Change Management	<ul style="list-style-type: none"> <li>Failure to identify all hazardous substances present (including</li> </ul>	High	<ul style="list-style-type: none"> <li>Implement a documented hazardous substances risk management procedure consistent with WHS Regulations and relevant Codes of Practice</li> </ul>	Medium

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	<p>maintenance, cleaning and contractor-supplied products)</p> <ul style="list-style-type: none"> <li>Outdated or generic risk assessments that do not reflect actual substances, quantities or conditions of use</li> <li>Lack of systematic review of hazardous substances risks when processes, plant or chemicals change</li> <li>Inadequate consideration of chronic health effects, synergistic exposures and vulnerable worker groups (e.g. young workers, pregnant workers, respiratory conditions)</li> <li>Risk assessments focused on tasks only, with insufficient focus on system and management failures</li> </ul>		<ul style="list-style-type: none"> <li>Conduct a baseline survey of all areas to identify and record all hazardous substances, including infrequently used items and contractor-supplied chemicals</li> <li>Develop and maintain substance-specific or group-based WHS risk assessments that consider health effects, routes of exposure, quantities, storage, handling, interaction with other chemicals and environmental conditions</li> <li>Embed hazardous substances risk assessment into the organisation's Management of Change (MOC) process for new or modified processes, plant or materials</li> <li>Ensure risk assessments explicitly consider chronic exposure to carcinogens, reproductive toxins, sensitising agents and the combined effect of multiple substances</li> <li>Implement scheduled reviews of hazardous substances risk assessments (e.g. every 2–3 years or after incidents, process changes or regulatory updates)</li> <li>Involve workers and HSE in the risk assessment process to capture practical knowledge and perceived issues</li> <li>Link risk assessment outcomes to specific system-level controls (engineering, isolation, elimination, substitution, administrative controls and PPE policy) rather than one-off task instructions</li> </ul>	
4. Hazardous Substances Register, SDS Management and Labelling Systems	<ul style="list-style-type: none"> <li>Incomplete or inaccurate hazardous substances register leading to unrecognised risks</li> <li>Registers not readily accessible to workers, emergency responders or contractors</li> <li>Safety Data Sheets missing, out-of-date or not specific to the product in use</li> <li>Non-compliant or unclear labelling of containers, decanted products or temporary containers</li> <li>Contractor-supplied or customer-supplied chemicals bypassing organisational register and labelling systems</li> </ul>	High	<p>[REDACTED]</p>	Low
5. Storage, Segregation and Inventory Management Systems	<ul style="list-style-type: none"> <li>Inadequate storage design, segregation or ventilation for hazardous substances</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> <li>Exceeding maximum allowable quantities for certain classes of dangerous goods without appropriate controls</li> <li>Incompatible substances stored together leading to increased risk of fire, explosion or toxic releases</li> <li>Poor inventory management resulting in expired, degraded or unknown substances accumulating on site</li> <li>Improper storage in unauthorised locations such as offices, amenities or vehicles</li> </ul>		[REDACTED]	
6. Engineering Controls, Plant Design and Infrastructure	<ul style="list-style-type: none"> <li>Reliance on administrative controls and PPE instead of higher level controls for hazardous substances exposure</li> <li>Poorly designed ventilation, extraction or containment systems leading to airborne contaminant build-up</li> <li>Inadequate design, maintenance, testing of fixed plant, tanks, piping or dosing systems for hazardous substances</li> <li>Lack of appropriate spill containment infrastructure in storage and handling areas</li> <li>Process changes or retrofit works compromising the integrity of existing controls (e.g. exhaust hoods, interlocks, isolation barriers)</li> </ul>	High	[REDACTED]	Medium

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			[REDACTED]	
7. Training, Competency and Information for Workers and Supervisors	<ul style="list-style-type: none"> <li>Workers and supervisors lacking knowledge of hazardous substances risks, control measures and legal obligations</li> <li>No formal competency requirements or verification for roles with significant hazardous substances exposure or management responsibilities</li> <li>Training limited to generic inductions without substance- or site-specific content</li> <li>Inadequate supervision and monitoring of new or temporary workers handling hazardous substances</li> <li>Failure to provide training on early recognition of exposure symptoms and health monitoring requirements</li> </ul>	High	[REDACTED]	Medium
8. Health Monitoring, Exposure Monitoring and Occupational Hygiene	<ul style="list-style-type: none"> <li>Unrecognised chronic exposure to hazardous substances leading to long-term health effects</li> <li>Failure to implement legally required health monitoring for specific substances under WHS Regulations</li> <li>Lack of exposure monitoring data to verify effectiveness of existing controls</li> <li>Inadequate use of occupational hygiene expertise in designing and reviewing controls</li> <li>Poor communication of monitoring outcomes to workers and inadequate follow-up of abnormal results</li> </ul>	High	[REDACTED]	Medium

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			[REDACTED]	
9. Personal Protective Equipment (PPE) Programs and Respiratory Protection	<ul style="list-style-type: none"> <li>• Over-reliance on PPE as the primary control for hazardous substances exposure</li> <li>• PPE not selected, fitted or maintained in accordance with relevant standards and specific substance hazards</li> <li>• Inconsistent use of PPE due to poor comfort, availability, supervision or understanding of risks</li> <li>• Lack of documented Respiratory Protection Program where respirators are required</li> <li>• No system for cleaning, storage and replacement of reusable PPE leading to secondary contamination</li> </ul>	Medium	[REDACTED]	Low
10. Contractor Management and Interface with Other PCBUs	<ul style="list-style-type: none"> <li>• Contractors bringing hazardous substances on site without organisational oversight or integration into controls</li> <li>• Conflicting procedures between PCBUs at shared worksites, leading to gaps in control and emergency response</li> <li>• Insufficient verification of contractor WHS systems for hazardous substances management</li> </ul>	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> <li>Lack of clarity over responsibilities for storage, manifests, waste and spill response for contractor-owned chemicals</li> <li>Poor communication of site-specific hazardous substances risks to contractors and visiting workers</li> </ul>		[REDACTED]	
11. Emergency Preparedness, Incident Management and Spill Response	<ul style="list-style-type: none"> <li>Inadequate planning for spills, leaks, fires or exposures involving hazardous substances</li> <li>Emergency equipment, such as spill kits, eyewash stations and safety showers, not matching the substances and quantities on site</li> <li>Poor coordination with external emergency services and lack of up-to-date information on hazardous substances</li> <li>Workers and contractors not trained or practised in emergency procedures related to hazardous chemicals</li> <li>Incidents and near misses involving hazardous substances not being properly reported, investigated or used to improve systems</li> </ul>	High	[REDACTED]	Medium
12. Waste Management, Transport and Environmental Interface	<ul style="list-style-type: none"> <li>Improper classification, storage or disposal of hazardous substances and contaminated waste</li> </ul>	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> <li>Inadequate systems for managing empty or partially empty containers, leading to uncontrolled residual hazards</li> <li>Non-compliance with transport and waste regulations for hazardous chemicals, including documentation and licencing requirements</li> <li>Uncontrolled release of hazardous substances to the environment (soil, water, air) during routine operations or incidents</li> <li>Poor coordination between WHS and environmental management systems, resulting in gaps in responsibilities and controls</li> </ul>		[REDACTED]	
13. Consultation, Communication and Worker Engagement	<ul style="list-style-type: none"> <li>Workers not informed or consulted about hazardous substances decisions that affect their health and safety</li> <li>Lack of accessible information on hazardous substances risks, control and changes to systems</li> <li>Limited mechanisms for workers to raise concerns or suggest improvements related to hazardous substances</li> <li>Language, literacy or cultural barriers preventing effective communication of hazardous substances information</li> <li>Under-representation of key groups (e.g. shift workers, contractors) in hazardous substances consultations</li> </ul>	Medium	[REDACTED]	Low

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14. Performance Monitoring, Audit and Continuous Improvement	<ul style="list-style-type: none"> <li>Lack of systematic monitoring of hazardous substances controls and performance indicators</li> <li>Non-compliance with legislation or internal standards going undetected due to weak assurance processes</li> <li>Findings from audits, inspections and incidents not being tracked to closure or used to improve systems</li> <li>Outdated procedures, risk assessments and training materials persisting due to infrequent review</li> <li>Over-reliance on lag indicators (e.g. injury statistics) rather than proactive measures of control effectiveness</li> </ul>	Medium	<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>	Low

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.