

Mould Remediation

| | | | |
|-------------------|--------|--------|--|
| 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. Governance, Legal Compliance and WHS Duties | <ul style="list-style-type: none"> Failure to recognise mould remediation as a biological hazard requiring systematic risk management under WHS Act 2011 and WHS Regulations Inadequate WHS policy coverage for mould, dampness and associated respiratory health risks in both planned projects and reactive works Lack of documented roles, responsibilities and accountability for managing mould, dampness, pests and related building health issues Poor integration of mould management into existing safety management system, leading to ad-hoc decision making and inconsistent controls Failure to consider vulnerable occupants or workers (e.g. those with pre-existing respiratory or immune conditions, pregnant workers) Inadequate consultation with workers and Health and Safety Representatives about mould and dampness risks and proposed controls Non-compliance with relevant Codes of Practice, Australian Standards and guidance on biological hazards, hazardous chemicals and confined/enclosed spaces Insufficient incident reporting and notifiable incident assessment where serious illness or exposure may be linked to mould or remediation chemicals | High | <ul style="list-style-type: none"> Establish and document an organisational WHS policy that explicitly recognises mould, dampness, fungi, pests and associated remediation chemicals as significant workplace hazards requiring systematic control Define and communicate clear WHS responsibilities for officers, managers, supervisors, contractors and workers regarding identification, reporting, assessment and control of mould and dampness issues Integrate mould remediation governance into the existing WHS management system, including risk management procedures, contract management, incident management, consultation and training frameworks Develop and maintain a legal and standards register covering WHS Act 2011, WHS Regulations, Safe Work Australia guidance on occupational hygiene and biological hazards, relevant Australian Standards, and any jurisdiction specific public health requirements on mould, dampness and indoor air quality Implement a formal consultation procedure requiring engagement with workers, Health and Safety Representatives and, where relevant, building occupants before and during significant mould remediation programs Establish criteria and procedures for escalation to senior management where significant or recurring mould, dampness or indoor air quality issues are identified, including budget and resourcing decisions Implement a process for WHS due diligence by officers, including periodic review of mould-related risk registers, incident trends, occupational hygiene reports and corrective actions Ensure systems are in place for timely reporting, investigation and, where required, notification to the regulator of serious illnesses or incidents potentially associated with mould exposure or remediation chemicals Schedule regular internal audits and management reviews of the mould remediation governance framework, including compliance checks against WHS legislation and guidance materials Embed mould-related performance indicators (e.g. response times, recurrence rates, health complaints, inspection compliance) into WHS reporting to management and governance forums | Medium |
| 2. Risk Management, Assessment and Indoor Environment Monitoring | <ul style="list-style-type: none"> Absence of a structured risk assessment process for mould, dampness, fungi and associated indoor air quality issues across the property portfolio Inadequate identification of hidden or systemic moisture sources (e.g. leaks, condensation, poor drainage, HVAC) | High | <ul style="list-style-type: none"> Develop and implement a formal risk management procedure for mould and dampness that is consistent with WHS Act 2011 risk management obligations and ISO-style risk frameworks Create a standardised mould and dampness risk assessment tool capturing extent of visible growth, odours, moisture readings, sources of water ingress, history of leaks, ventilation performance, enclosed space constraints and impact on building occupants | Medium |

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| | <p>issues) leading to recurring mould growth</p> <ul style="list-style-type: none"> • Failure to consider cumulative exposure for workers regularly entering mould-affected or damp areas, including cleaners, maintenance staff and contractors • No consistent criteria for when professional hygienist assessment, microbiological sampling or air quality monitoring is required • Reliance on visual inspection only, missing mould in concealed spaces such as wall cavities, ceiling voids, sub-floors, ducts and behind fixtures • Inconsistent classification of severity, resulting in underestimation of risk and inadequate controls for high-level contamination or extensive dampness • Lack of systematic re-assessment after remediation works, leading to unverified assumptions that mould and dampness issues have been resolved • Failure to link mould and dampness risk assessments with other hazards such as pests, structural integrity, electrical safety and fire/social risks for occupants | | <ul style="list-style-type: none"> • Define clear risk rating criteria and thresholds (e.g. low, medium, high, extreme) that trigger specific management actions, including engagement of occupational hygienists or specialist consultants for extensive or complex contamination • Implement a program of proactive building inspections focusing on damp-prone and enclosed areas (e.g. basements, plant rooms, bathrooms, store rooms, ceiling spaces, sub-floors, areas with past leaks) • Establish protocols for indoor air quality and mould assessment, including when to use moisture meters, humidity loggers, thermal imaging and, where appropriate, microbiological sampling by competent persons • Ensure risk assessments explicitly consider vulnerable populations and high-risk workers, such as those with asthma, allergic rhinitis, depression or chronic respiratory disease, and incorporate additional safeguards or exclusions where necessary • Integrate mould and dampness risk data into the organisational risk register, facility management systems and maintenance planning tools to support trend analysis and prioritisation of remediation projects • Require formal pre-remediation and post-remediation inspection and documentation, including photographs, evidence, moisture readings and, where appropriate, clearance reports from competent hygienists • Link risk assessment outcomes to building access controls, including temporary exclusion, relocation of occupants and restricted entry protocols for heavily contaminated or damp spaces • Regularly review and update risk assessment methodologies to incorporate new guidance, emerging research on health effects of mould exposure and lessons learned from incidents or remediation projects | |
| 3. Building Design, Maintenance and Moisture Control Systems | <ul style="list-style-type: none"> • Inadequate building design and construction details (e.g. poor waterproofing, lack of vapour barriers, insufficient drainage) promoting chronic dampness and mould growth • Deferred maintenance of roofing, gutters, plumbing and façade elements resulting in leaks and water ingress into enclosed workspaces • Poorly designed or maintained HVAC systems leading to high humidity, condensation, stagnant air and contamination of ducts with mould and fungi | High | <ul style="list-style-type: none"> • Incorporate moisture and mould prevention principles into building design standards, specifications and project briefs, including appropriate waterproofing, drainage, vapour barriers, insulation and ventilation strategies • Implement a planned preventative maintenance program addressing roofs, gutters, downpipes, plumbing, seals, flashings, window systems and external cladding, with specific inspection items related to leaks and dampness • Develop service level requirements with facility managers and maintenance contractors that specify response times for water ingress and dampness reports, including rapid drying protocols after leaks or flooding • Ensure HVAC systems are designed, installed and maintained to control humidity, provide adequate air changes in enclosed spaces, and minimise condensation on surfaces and within ductwork | Medium |

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| | <ul style="list-style-type: none"> Inadequate control of condensation in cold spots, bathrooms, kitchens, laundries and other high-humidity areas Failure to respond promptly to water intrusion events (e.g. storms, flooding, burst pipes), increasing the likelihood of mould colonisation and pest infestation Use of building materials and finishes that are highly susceptible to mould growth and difficult to clean or dry (e.g. porous materials in wet areas) Inadequate pest management systems where dampness encourages pests (e.g. rodents, insects) that can further damage building fabric and increase biological contamination Lack of systematic moisture monitoring and documentation, allowing small leaks or damp patches to become long-term issues impacting indoor air quality and worker health | | <ul style="list-style-type: none"> Include regular HVAC inspections and cleaning programs that consider risks of mould growth within coils, drip trays, filters and ducts, and specify replacement schedules for filters and damp-prone components Standardise the selection of building materials and finishes in damp or high-risk areas to favour mould-resistant, low-porosity and easily cleanable products, and maintain a materials register guiding procurement decisions Develop and implement an integrated pest management plan that addresses the link between dampness, mould and pest infestations, including housekeeping standards and building fabric maintenance Establish moisture leak reporting mechanisms accessible to workers and occupants, with clear criteria for escalation and tracking of corrective actions Use moisture mapping, data logging and periodic building envelope assessments in high-risk or recurring problem areas to identify systemic issues requiring capital works or design changes Include mould, dampness and pest-related performance criteria in contractor and facility manager contracts, with monitoring and performance review against KPIs such as number of recurring incidents and response times | |
| 4. Contractor Management and Competency for Mould Remediation | <ul style="list-style-type: none"> Engagement of mould remediation contractors without verification of competency, licence qualifications or experience in managing biological hazards and hazardous chemicals Inconsistent vetting of subcontractors leading to unsafe practices and poor quality remediation outcomes Lack of clarity on allocation of WHS responsibilities between principal contractor, building owner and client when undertaking mould removal and dampness rectification works Inadequate review of contractor safe systems of work, leading to incomplete consideration of biological exposure, chemical handling, enclosed space issues and respiratory protection requirements Use of contractors who are unfamiliar with Australian WHS legislative | High | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | Medium |

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| | <p>requirements or industry best practice for mould and fungi remediation</p> <ul style="list-style-type: none"> No system to evaluate contractor performance, incident history or recurrence of mould issues after their works are completed | | [REDACTED] | |
| 5. Training, Information, Instruction and Competency of Workers | <ul style="list-style-type: none"> Workers, supervisors and cleaners not recognising dampness, mould odours, staining or condensation as reportable WHS issues Insufficient understanding of health effects associated with mould exposure, including respiratory problems, allergic reactions, asthma exacerbation and potential long-term impacts Lack of competency in safely handling mould-contaminated materials, residues and remediation chemicals (e.g. biocides, detergents, fungicides) Inadequate training in selection, use, fit checking and limitations of respirator protective equipment and other PPE used during remediation and cleaning activities No formal training for managers in decision-making regarding building access restrictions, relocation of occupants, and escalation to specialists when mould contamination is identified Language, literacy or cultural barriers affecting comprehension of instructions, safety data sheets and signage relating to mould, chemicals and enclosed space work Failure to update training to reflect changes in procedures, new products or | High | [REDACTED] | Medium |

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| | new evidence regarding biological hazards | | [REDACTED] | |
| 6. Hazardous Chemicals and Product Management for Mould Remediation | <ul style="list-style-type: none"> • Selection and use of inappropriate or unnecessarily hazardous mould remediation chemicals, disinfectants and biocides • Lack of a complete and current hazardous chemicals register for products used in mould removal and cleaning • Insufficient review of Safety Data Sheets, resulting in unrecognised risks such as respiratory sensitisation, skin irritation or flammability • Inadequate storage, labelling and segregation of mould remediation chemicals leading to potential spills, incompatible reactions or unauthorised access • Improper preparation, dilution or application methods increasing airborne chemical exposure in enclosed and poorly ventilated spaces • Failure to implement controls for decanting, mixing and spraying chemicals, leading to the generation of vapours, mists or aerosols • No system for phasing out obsolete, high-risk products when safer alternatives are available • Inadequate planning for chemical waste disposal and decontamination of containers and applicators | High | [REDACTED] | Medium |
| 7. Health Monitoring, Exposure Management and Occupational Hygiene | <ul style="list-style-type: none"> • Unrecognised or unmanaged respiratory and allergic health effects among workers repeatedly exposed to mould, dampness, residues and cleaning chemicals • Absence of structured health monitoring for workers undertaking frequent or high-intensity mould remediation tasks | High | [REDACTED] | Medium |

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| | <ul style="list-style-type: none"> Inadequate mechanisms for workers to report symptoms potentially linked to mould exposure (e.g. asthma, coughing, eye irritation, skin reactions, headaches) without fear of reprisal Failure to engage occupational hygienists or medical practitioners when exposure levels, contamination or health complaints indicate elevated risk No baseline data on indoor air quality and mould spore levels to compare pre- and post-remediation conditions Lack of integration between health data, incident reports and building condition information, limiting ability to identify problem sites or processes | | [REDACTED] | |
| 8. Personal Protective Equipment and Respiratory Protection Programs | <ul style="list-style-type: none"> Reliance on PPE as the primary control for mould and chemical exposure instead of focusing on higher-order controls Inadequate selection, fit and maintenance of respiratory protective equipment in mouldy, dusty and damp environments Lack of a formal respiratory protection program leading to incorrect use, poor fit and reduced effectiveness of respirators Incorrect use or re-use of disposable PPE (e.g. masks, gloves, coveralls), increasing contamination and potential secondary exposure Insufficient systems for cleaning, inspection and replacement of reusable PPE used during mould remediation No clear policy on exclusion of workers who are medically unsuitable for certain types of respiratory PPE from high-exposure tasks | Medium | [REDACTED] | Low |

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| | | | | |
| 9. Enclosed Space, Ventilation and Isolation Management | <ul style="list-style-type: none"> • Conducting mould remediation in enclosed or poorly ventilated spaces leading to increased concentrations of airborne spores, dust and chemical vapours • Inadequate containment and isolation measures resulting in spread of mould spores and residues to clean areas of the building • Poor planning of ventilation arrangements during remediation activities, leading to cross-contamination or exposure of occupants and other workers • Failure to consider the combined effects of low oxygen, chemical vapours and biological contaminants in confined or semi-confined spaces such as plant rooms, sub-floors or roof voids • Lack of access control to contaminate areas, allowing unprotected persons to enter active work zones • Insufficient monitoring of environmental conditions (e.g. humidity, negative pressure) within containment zones | High | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | Medium |
| 10. Communication, Consultation and Occupant Management | <ul style="list-style-type: none"> • Poor communication with building occupants leading to anxiety, complaints or refusal to occupy areas due to perceived or actual mould and dampness issues • Failure to notify affected stakeholders of planned remediation activities, resulting in unplanned exposure to mould, residues or chemicals • Inadequate consultation with workers and Health and Safety Representatives on proposed control measures, work scheduling and building access restrictions • Misinformation or inconsistent messaging regarding the health effects | Medium | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | Low |

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| | of mould and the effectiveness of remediation measures • Lack of clear process for lodging and resolving reports or complaints about dampness, musty odours, pests or visible mould | | [REDACTED] | |
| 11. Documentation, Recordkeeping and Continuous Improvement | • Inadequate documentation of mould issues, risk assessments, remediation activities and verification, making it difficult to demonstrate compliance with WHS Act 2011 • Loss of corporate knowledge about recurring dampness or mould problems due to poor recordkeeping and staff turnover • Lack of trend analysis across multiple sites leading to missed systemic issues such as design flaws, maintenance gaps or high-risk processes • Failure to capture lessons learned from incidents, remediation projects or health complaints into improved procedures and training | Medium | [REDACTED] | 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/factsheets-and-resources/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.