

Rodent Control Trapping and Wildlife Management

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																									
Risk Rating & Required Action: <table border="1"> <tr> <td>4A</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>3H</td> <td>Review and approve additional controls before task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td>2M</td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td>1L</td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>								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.	Notes on Hierarchy of Controls: Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> 1. Eliminate 2. Substitute 3. Isolate 4. Engineering 5. Administrative 6. PPE 																	
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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, WHS Responsibilities and Legal Compliance	<ul style="list-style-type: none"> Unclear allocation of WHS duties for rodent control and wildlife management activities Failure to identify and comply with WHS Act 2011, WHS Regulations and relevant Codes of Practice (e.g. pesticides, remote work, hazardous manual tasks) Lack of documented WHS policy specific to pest and wildlife control operations Inadequate due diligence by officers in monitoring health and safety performance Poor integration of wildlife and pest control risks into the organisation's overall WHS management system Failure to consult with workers and health and safety representatives on changes to methods (e.g. new mechanical traps, new baiting program, feral animal culling practices) Insufficient oversight of subcontractors and third-party wildlife controllers regarding WHS requirements 	4A	<ul style="list-style-type: none"> Develop and endorse a written WHS Policy and governance framework that explicitly covers rodent control, wildlife management and pest control services, aligned to WHS Act 2011 duties Define and document WHS roles, responsibilities and accountabilities for officers, managers, supervisors, pest technicians and wildlife controllers, including specific responsibilities for high-risk activities such as feral animal culling and bee/wasp nest removal Establish a legal register that identifies applicable WHS legislation, pesticide control legislation, animal welfare laws and environmental requirements relevant to baiting, trapping and wildlife management Implement a WHS committee or consultation forum where workers can raise issues related to rodent trapping systems, mechanical devices, predator use and bait station programs Introduce a documented process for approving new equipment and methods (e.g. new trap designs, new poisons, predator animals) including WHS risk review and sign-off by a competent person Embed WHS targets and key performance indicators (KPIs) for pest and wildlife operations into management reporting, including incident trends, exposure events and near misses Include WHS compliance performance as a key selection and ongoing management criterion for contractors involved in trapping, baiting and wildlife removal 	2M
2. Risk Management, Planning and Job Assessment Processes	<ul style="list-style-type: none"> Inconsistent or informal assessment of risks associated with different pest and wildlife tasks (e.g. rodent control in ceiling spaces vs feral animal culling in remote areas) Failure to systematically consider high-risk elements such as working at height, confined spaces, remote locations, venomous species, biohazards and public interface No standardised procedures for assessing risks when dealing with bee and wasp nests, burrowing pests, or pests in plant, equipment or building systems Insufficient review of historical incidents, near misses and client 	4A	<ul style="list-style-type: none"> Implement a formal risk management procedure consistent with WHS Regulations, requiring documented task-specific risk assessments for all rodent control and wildlife management service types Develop standardised risk assessment templates that prompt identification of hazards for bait station installations, bee and wasp nest removal, burrowing pest control, feral animal control and physical hive/nest removal Require a documented pre-job risk assessment and site inspection before commencing new contracts, including assessment of building systems and services where pests may be present Incorporate a review of past incidents, near misses and client site history into planning for recurring pest management programs Mandate escalation and higher-level review for high-risk activities (e.g. firearms use, elevated work platforms, confined roof spaces, hazardous chemicals with secondary poisoning risk) Schedule periodic review of risk assessments (e.g. annually or after significant incidents) and update control measures based on consultation with workers and changes in legislation or standards 	2M

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	<p>complaints when planning new pest control programs</p> <ul style="list-style-type: none"> • Inadequate pre-job planning for tasks involving mechanical traps, bait stations or predator use • Lack of tailored risk assessments for seasonal changes, infestations surges or new wildlife patterns 		<ul style="list-style-type: none"> • Provide guidance material and checklists to supervisors for assessing seasonal and environmental factors that may change risk levels, such as heat, storms, or wildlife migration 	
3. Competency, Licensing, Training and Induction	<ul style="list-style-type: none"> • Insufficient technical training in rodent and pest biology leading to inappropriate baiting and trapping methods • Lack of competency in the safe use of poisons, fumigants, predator animals and mechanical trapping devices • Unlicensed or under-qualified staff conducting regulated pesticide application or firearms use for feral animal culling • Inadequate training in handling aggressive, venomous or protected wildlife species • Failure to provide specific training on zoonotic disease risks and biosecurity (e.g. from rodents, birds, feral animals, insects) • Poor understanding of site-specific hazards such as asbestos, electrical systems, confined spaces and fra... roofs when accessing pe... and areas • No structured induction for new starters or contractors on the organisation's WHS systems and procedures 	4A	<ul style="list-style-type: none"> • Implement a competency framework that defines qualification, licence and training requirements for each role involved in rodent control and wildlife management, including pesticide licensing and firearms competency where applicable • Maintain competency and licence register with expiry tracking for pesticide applicator licences, firearm licences and other statutory requirements, and prevent allocation of work to unlicensed personnel • Provide formal training in rodent and pest identification, behaviour and control methods, including safe selection and deployment of traps, baits, bait stations and predator animals • Deliver specific training modules on zoonotic disease control, hygiene practices, biological hazard recognition and appropriate use of personal protective equipment (PPE) for pest-related biohazards • Ensure workers who may encounter bees, wasps, venomous insects or potentially dangerous wildlife receive specialised training in recognition, avoidance, and emergency response, including anaphylaxis awareness • Include plant and building awareness in training, such as working safely in ceiling cavities, under floors, in service ducts and near electrical and mechanical systems • Implement a structured WHS and operational induction program for all new workers and contractors, including review of procedures, emergency arrangements, reporting requirements and incident learning • Schedule periodic refresher training and competency reassessment, with records kept to demonstrate ongoing capability 	2M
4. Chemicals, Poisons, Baits and Hazardous Substances Management	<ul style="list-style-type: none"> • Inadequate system for selection, approval and procurement of pesticides, rodenticides and other poisons • Lack of up-to-date Safety Data Sheets (SDS) and risk assessments for chemicals used in rodent control and pest management 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> • Uncontrolled storage and transport of poisons leading to accidental exposure, spills or unauthorised access • Inappropriate bait formulations or application methods increasing risk of secondary poisoning to non-target wildlife, domestic animals or the public • Poor labelling, decanting practices or container management leading to misidentification and misuse • Insufficient worker training on chemical hazards, control measures and emergency response • Failure to consider environmental impacts and regulatory limits on bait use in sensitive areas 		[REDACTED]	
5. Mechanical Traps, Devices, Tools and Equipment Systems	<ul style="list-style-type: none"> • Defective or poorly maintained mechanical traps and devices causing injury to workers, bystanders or non-target animals • Use of inappropriate trap designs or locations leading to uncontrolled harm to wildlife, domestic animals or members of the public • Lack of documented inspection and maintenance systems for traps, catching equipment, ladders and access to pest-affected areas • Improvised tools or non-compliant equipment being used for physical removal of nests or hives • Inadequate controls over the safe use of predator animals (e.g. birds of prey, dogs) including handling, restraint and public interaction • Insufficient engineering controls to prevent entrapment, pinch points or falls from height when accessing pest-affected areas • Failure to consider humane trapping standards and animal welfare requirements in system design 	3H	[REDACTED]	1L

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6. Work Environment, Site Access and Interaction with Building Systems	<ul style="list-style-type: none"> • Uncontrolled access to ceiling spaces, roof voids, under-floor areas and service ducts where rodents and pests are present • Failure to identify interaction with electrical, gas, fire, HVAC or production systems when removing pests from plant and equipment • Inadequate coordination with facility management before treating pests in critical systems (e.g. switchboards, data rooms, food processing lines) • Slip, trip and fall hazards in poorly lit, cluttered or contaminated work areas • Exposure to asbestos, mould, dust, or other pre-existing building contaminants while accessing rodent or pest infestations • Insufficient demarcation of work areas where bee/wasp nest removal or harmful insect treatment is being undertaken, leading to uncontrolled public exposure 	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
7. Biological Hazards, Zoonotic Disease and Hygiene Management	<ul style="list-style-type: none"> • Exposure to disease carried by rodents, feral animals, birds and insects via bites, scratches, faeces, urine or bodily fluids • Inadequate systems for hygiene, decontamination and waste handling after contact with rodents or animal carcasses • No formal infection control procedures for work involving accumulated droppings, nesting material, or rodent-infested HVAC systems • Insufficient vaccination programs for workers at risk of specific zoonotic diseases, where recommended by health authorities • Inadequate sharps and biological waste systems following pest removal from healthcare, hospitality or food premises 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Poor management of worker exposure following bites, stings, scratches or suspected disease contact, leading to delayed treatment 		[REDACTED]	
8. Public, Client and Non-Worker Safety Management	<ul style="list-style-type: none"> Members of the public, tenants or client staff accessing areas where traps, bait stations or chemical treatments are in place Insufficient controls preventing children or vulnerable persons from interfering with rodent traps and bait stations Inadequate communication with clients about residual hazards following pest control treatments (e.g. treated nests, remaining baits, carcasses) Lack of signage or information when conducting works in common areas, parks or public spaces Unmanaged risks to domestic animals and non-target wildlife from baiting, trapping or predator use Poor coordination of work timing with building operations leading to exposure of large numbers of people to nuisance insects or displaced wildlife 	4A	[REDACTED]	2M
9. Remote, Lone and After-Hours Work Management	<ul style="list-style-type: none"> Workers performing pest and wildlife management alone in remote, rural or isolated locations Limited communication systems for technicians conducting night-time rodent inspections, feral animal culling or wildlife trapping Inadequate journey management for travel to distant properties, parks, farms or bushland areas Delayed emergency response due to poor location information, lack of monitoring or absence of rescue plans Increased risk of occupational violence, trespass or confrontation when accessing sites after hours 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> Fatigue from extended travel, irregular hours and night work associated with pest activity patterns 		[REDACTED]	
10. Contractor, Supplier and Client Interface Management	<ul style="list-style-type: none"> Contracted pest controllers or wildlife specialists operating without alignment to the organisation's WHS standards Poor communication of site-specific hazards between clients, contractors and workers Inconsistent permit, induction and access control processes across different client sites Lack of clarity regarding responsibilities for removal of carcasses, contaminated materials and long-term bait monitoring Suppliers providing traps, baits or predator animals without adequate technical and safety information Failure to coordinate contractor activities where pest control intersects with maintenance, construction or cleaning works 	3H	[REDACTED]	1L
11. Incident Reporting, Investigation and Continuous Improvement	<ul style="list-style-type: none"> Under-reporting of near misses, minor incidents or non-conformances relating to rodent and wildlife management work Ineffective investigation of exposure events such as bites, stings, chemical splashes or public complaints Lack of structured analysis to identify systemic issues across multiple sites or teams Slow implementation of corrective actions and poor follow-up on their effectiveness Failure to learn from external incidents, alerts or regulatory notices related to pest and wildlife control 	3H	[REDACTED]	1L

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			[REDACTED]	
12. Emergency Preparedness and Response	<ul style="list-style-type: none"> Inadequate preparedness for emergencies arising from pest and wildlife work such as anaphylaxis from bee or wasp stings, severe bites, or sudden animal attacks Lack of clear procedures for chemical spills, accidental bait poisoning or uncontrolled release of hazardous substances Poor coordination with client emergency procedures and site-specific response arrangements Insufficient first aid supplies for remote or after-hours pest control activities Confusion during emergencies involving fire, hazardous atmosphere or structural failure while workers are in concealed spaces chasing 	4A	[REDACTED]	2M
13. Health Monitoring, Fitness for Work and Psychological Risks	<ul style="list-style-type: none"> Undetected health issues that may be aggravated by exposure to chemicals, allergens, insect stings or zoonotic diseases Workers with pre-existing allergies or conditions undertaking high-exposure work without additional controls Psychological stress associated with dealing with aggressive wildlife, distressed clients or repeated exposure 	3H	[REDACTED]	1L

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	<p>to unpleasant environments (e.g. severe infestations, carcass removal)</p> <ul style="list-style-type: none"> • Fatigue and mental strain from irregular hours, emergency call-outs and night work to track rodent activity • Stigma or reluctance to disclose health conditions that may increase risk during pest and wildlife work 		[REDACTED]	
14. Documentation, Records, Data and Information Management	<ul style="list-style-type: none"> • Incomplete or inaccurate records of bait station locations, trap placements and treatment histories leading to uncontrolled residual risks • Poor retention of risk assessments, training records and maintenance logs hampering verification of compliance with WHS Act 2011 duties • Inadequate documentation of methods used for feral animal culling, predator deployment and pest removal from sensitive systems • Lack of accessible information for workers about site-specific hazards, previous infestations and interventions • Data loss or inconsistency when using multiple paper and electronic systems to track pest control activities 	3H	[REDACTED]	1L

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.