

What exactly is on the USB?

The USB contains digital copies of all the Key Forms and Policies so that they can be used electronically if required. Unless mentioned otherwise all documents are editable word documents.



The 10 documents that are printed in the ring binder:

- ✓ Pre-start Site Assessment
- ✓ Job Hazard & Risk Register
- ✓ Hazardous Products & Substances Register/Inventory
- ✓ Training & Competency Register
- ✓ Incident & Injury Register
- ✓ Task Analysis (TA)
- ✓ Emergency Response Plan
- ✓ Emergency or Evacuation Plan
- ✓ PPE Issue Register
- ✓ Plant Equipment Register

The following additional templates:

- ✓ Visitor Induction Register
- ✓ Annual Statistics Review Form
- ✓ Safety Objective Plan
- ✓ Staff Induction Checklist
- ✓ New Equipment Evaluation Form
- ✓ Site Safety Activity Wall Chart
- ✓ Master Hazard Register
- ✓ Job Start Sheet
- ✓ Site Environment Plan
- ✓ Specific Site Inspections
- ✓ Permits to Work
- ✓ Incident Report / Investigation
- ✓ Contractor Evaluation

Site-Specific Safety Plan templates:

- ✓ Site-Specific Health & Safety Agreement
- ✓ Site Job Hazard and Risk Register
- ✓ Task Analysis (TA)
- ✓ Hazardous Products & Substances Register/Inventory
- ✓ Onsite Training and Competency Register
- ✓ Emergency Response Plan
- ✓ Site Safety Briefing Toolbox Meeting
- ✓ Site Inspection Checklist - Generic
- ✓ Site Incident and Injury Register

The Policy and Guide:

- ✓ The Health and Safety Policy (*PDF and word*)
- ✓ The Help Guide (*PDF only*)

The two templates for the pads provided: (*In case extra copies are needed*)

- ✓ Toolbox Talk Minutes
- ✓ Site Inspection Checklist