

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
- ✓ Task Analysis (TA) and Emergency Rescue / Response Plan
- ✓ Site Emergency Response Plan
- ✓ Site/Job Hazard and Risk Register
- ✓ Hazardous Products and Substances Inventory / Register
- ✓ Training and Qualification Register
- ✓ Personal Protective Equipment/Clothing – Employee Issue Record
- ✓ Incident and Injury Register
- ✓ Plant and Equipment Register

Site-Specific Safety Plan templates:

- ✓ Red SSSP Form pack
- ✓ Green SSSP Form pack
- ✓ Yellow SSSP Form pack
- ✓ Job Registration
- ✓ Site-Specific Health & Safety Agreement
- ✓ Site/Job Hazard and Risk Register
- ✓ Task Analysis (TA) and Emergency Rescue/Response Plan
- ✓ Hazardous Products & Substances Inventory/Register
- ✓ Training and Qualifications Register
- ✓ Toolbox Talk Minutes
- ✓ Site Emergency Response Plan
- ✓ Site Inspection Checklist
- ✓ Incident and Injury Register
- ✓ Incident Investigation and Report

The Policy and Guide:

- ✓ The Guide (*PDF only*)
- ✓ The Policies (*PDF and word*)

The two templates for the pads provided:

(*In case extra copies are needed*)

- ✓ Site Inspection Checklist
- ✓ Toolbox Talk Minutes

The following additional templates:

- ✓ Annual Statistics Review Form
- ✓ Contractor Evaluation
- ✓ Incident Report / Investigation
- ✓ Job Start Sheet
- ✓ Master Hazard Register
- ✓ New Equipment Evaluation Form (Assessment)
- ✓ Permits to Work:
 - Apply Lock Out to Plant or Equipment
 - Confined Spaces
 - Excavations
 - Heights Over 2.4 Metres
 - Hot Works
 - Live Electrical Systems
 - Over or Adjacent (to) Water
 - Temporary Deactivation of Safety and Security Systems
- ✓ Safety Objective Plan
- ✓ Site Environment Plan: Updated 121219
- ✓ Site Inspection Checklists:
 - Electrical
 - Facilities
 - Generic
 - Office
 - Painter-Plasterer
 - Plumber Gas Fitter Drain Layer
 - Roofer
 - Vehicle Inspection
- ✓ Site Safety Activity Wall Chart
- ✓ Staff Induction Checklist
- ✓ Visitor Induction Register