



## SITE SAFETY FORMS CHECKLIST

Forms	When should the form be completed	Responsible Person	Comments
Company WHS Policy			
Document/Policy Agreement	Start of Project		
Key Roles and Responsibility Register			
Organisation Chart			
First Aid Policy			
First Aid Requirements and Plan	Prior to commencing work on site		
Emergency Information & Contact No.	Prior to commencing work on site		
Emergency Procedures	Prior to commencing work on site		
Hazardous Substances Policy			
Hazardous Substances Register	Prior to commencing work on site		
Hazardous Substances Risk Checklist	Start of Project and as required		
Safety Data Sheet (SDS) Register	Start of Project and as required		



PPE Register - Worker	Start of Project and as required		
PPE Guidelines			
Plant and Equipment Policy			
Electrical Tagging Register	As required		
Plant and Equipment Checklist	Daily, weekly, monthly and as required		
Tools and Equipment Maintenance Register	On going		
Tools and Equipment Register - Company	Prior to commencing work on site		
Site Environmental Policy			
Site Environmental Checklist	Prior to commencing work on site		
Waste Management Plan Template			
Subcontractor Management Policy	When engaging a contractor		
Subcontractor Safety Checklist			
Training and Competency Policy			
Skills and Competency Register	On going		



Toolbox or Pre-Start Talks	Weekly or as required		
Training Register	On going		
Workplace Violence and Bullying Policy			
Workplace Consultation Policy			
Incident and Injury Report Form	As required		
Incident and Injury Management Procedures			
Incident and Injury Register	As required		
Hazard Report Form	As required		
Hazard Reporting Process			
Risk Management Process			
Hazard Checklist			
Risks Checklist			
Injury Checklist			
Risk Assessment Worksheet	Prior to commencing work on site		



Site Safety Management Plan	Prior to commencing work on site		
Site Safety Checklist	On going		
Site Safety Induction Register	Start of Project - ongoing		
Site Safety Rules	Prior to commencing work on site		
WHS Audit Checklist	On going		
WHS Audit Register	On going		
Document Review Register	On going		
Document Issued to Workers	On going		
Safe Work Method Statement (SWMS) Register	Start of Project - ongoing		
Safe Work Method Statement (SWMS)Template	As required		