

Documents Comprising the OH&S Toolkit

Please note that the workplace identified as being applicable to the relevant document is intended as a guide only.

Please ensure that an assessment is made of your particular workplace requirements & specific circumstances.

Should you have any queries regarding the OH&S Toolkit documentation, please do not hesitate to contact HIA Safety Services on HIA's Memberline 1300 650 620.

Document Title	Relevant Workplace		
	Residential Construction Work	Workshop or Factory	Office
Letters			
• Contractor Letter (includes covering letter)	✓	✓	
Procedures			
• OH&S Procedures	✓	✓	✓
Safety Rules			
• Residential Construction Work Safety Rules (region specific)	✓		
• Workshop, Manufacturing & Fabrication Safety Rules		✓	
• Office Safety Rules			✓
OH&S Management Plans			
• Site Specific OH&S Management Plan (where required)	✓		
Registers & Forms			
• Accident / Incident Investigation Form	✓	✓	✓
• Bomb Threat Report Form			✓
• Electrical Equipment Test & Tag Register	✓	✓	✓
• Employee Training Register - Construction	✓	✓	✓

Document Title	Relevant Workplace		
	Residential Construction Work	Workshop or Factory	Office
• First Aid / Incident Register	✓	✓	✓
• Hazardous Substances Register	✓	✓	✓
• Office Induction Register			✓
• Office Sign – In Register			✓
• Plant & Equipment Register	✓	✓	✓
• Scaffold Inspection Register	✓		
• Site Sign – In Register		✓	
• Site Specific Induction & Register	✓	✓	
• Work Method Statement Register	✓		
• Workstation Ergonomic Assessment Form			✓