

Sample pages follow. The full pack includes every document as editable Word files plus PDF copies.

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FORM

Hazard Report

Use this form to report any hazard or unsafe condition. If there is an immediate danger, make the area safe (if you can do so safely) and tell your supervisor straight away.

[Business Name]
Ref No: _____

1. ABOUT THE HAZARD

REPORTED BY	DATE	TIME
LOCATION / WORK AREA	TASK / EQUIPMENT INVOLVED	
DESCRIBE THE HAZARD — WHAT COULD HURT SOMEONE, AND HOW?		

2. TYPE OF HAZARD

☐ Slip / trip / fall	☐ Manual handling	☐ Working at height	☐ Machinery / tools	☐ Fire / heat
☐ Electrical	☐ Chemical	☐ Vehicles / plant	☐ Psychosocial	☐ Other: _____

3. INITIAL RISK RATING (SEE RISK MATRIX)

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REGISTER

Training and Licence Register

(Business Name)

Track inductions, licences, tickets and training for every worker. Check expiry dates at least quarterly.

Ref No: _____

Worker name	Position	Induction date	Licence / ticket / training	Number	Provider	Date obtained	Expiry date	Copy on file	Refresher due	Notes

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PRE-USE CHECK

Equipment Pre-Use Check

Check plant, power tools and equipment before each use or shift. If any item fails, tag the equipment "Out of Service" and report it — do not use it.

[Business Name]
Ref No: _____

EQUIPMENT / PLANT	ID / SERIAL NO	WEEK STARTING

Check Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Guards and covers fitted and secure							
Leads, plugs, hoses and connections undamaged							
Test tag / inspection in date (if applicable)							
Controls, switches and emergency stop working							
No leaks (oil, fuel, hydraulic, air)							
Blades, bits, attachments sharp and secure							
Safety devices, alarms and lights working							
Tyres, wheels, brakes (mobile equipment)							
Fluid levels correct (if applicable)							
Clean, free of debris and hazards							
Operator trained and guards present							

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POLICY

Workplace Behaviour Policy

Bullying, harassment, discrimination and psychosocial hazards

[Business Name] wants a workplace where everyone is treated with respect and feels safe to speak up. Psychological health is part of work health and safety: our duty to manage risks covers psychosocial hazards just as it covers physical hazards.

1 SCOPE

This policy applies to the owner, managers, workers, contractors, labour-hire workers, volunteers and visitors — at our workplace, on client sites, in vehicles, at work functions and online (including messages and social media) where there is a connection to work.

2 WHAT IS NOT ACCEPTABLE

Bullying

Repeated, unreasonable behaviour directed at a worker or group that creates a risk to health and safety — for example, persistent criticism, constant unjustified criticism

Harassment, including sexual harassment

Unwelcome behaviour that a reasonable person would expect to offend, humiliate or intimidate — including unwelcome sexual comments, jokes, images, touching or

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