



## Requirements for your Safety Management Plan

In developing your Safety Management Plan, we do not want to re-invent anything that you may already have in place.

This is a list of documents that you should already have which will assist in the review or development of your Safety Management Plan.

- Workplace Health and Safety Policy Statement
- Environment Policy
- Workplace Rehabilitation Policy
- Risk Management Policy
- Job Safety Analysis Worksheets
- Accident and Incident Investigation Policy
- Accident and Incident Report Forms
- Accident and Incident Investigation Forms
- Hazardous Substances, Dangerous Goods Manifest
- Copies of Current Material Safety Data Sheets
- Plant and Equipment Pre-start Checklists
- Tool Box Talk Attendance Forms
- Electrical Testing Spreadsheets
- Induction Checklists
- Training Records
- Personal Skills Profiles
- Training Attendance Sheets
- Safe Work Method Statements and Procedures

If you are able to gather any of the above documents into a folder on one of your computers, I can drop in and copy them onto a portable drive as I pass.

If you only have hard copies, an example of each document will suffice.

I will also require:

- Company Logo
- ABN / ACN Numbers
- Business Address
  - Physical and Postal with contact phone, fax, email and web site if applicable
- Company Structure
  - Directors Names
  - Titles
  - Contact Details
- Roles and Responsibilities of all employees
  - Managing Director, Supervisor, Production Manager, Business Manager, Foreman, Storeman etc, if applicable

Regards,

Dave Chapman