

HEALTH AND SAFETY

Document Management Plan

BUSINESS DETAILS

Name of business	
Business registration number	
Address of workplace	
Postal address	
Phone number	
Email	
Website	
Other	

HEALTH & SAFETY RESPONSIBILITIES

Person Conducting a Business or Undertaking (PCBU)	
Officers	
Health and Safety Manager	
Health and Safety Representative	
Other	

PREPARATION OF HEALTH & SAFETY DOCUMENT PLAN

Name	
Position	
Date	

Our People — Risks — Regulations

PEOPLE PRESENT AT WORKPLACE

Employees		
Contractors		
Volunteers		
Visitors		
Public		
Other		

HEALTH & SAFETY RISKS AT WORKPLACE

Environmental		
Ergonomic		
Biological		
Physical		
Psychological		
Organizational		
Other		


RELEVANT REGULATIONS & LEGISLATION

Legislation		
Website		
Industry standards		
Website		
Other		
Website		

Our Health & Safety Documentation


POLICIES AND PROCEDURE DOCUMENTS

Document Name	Author/s	Date created	Location
H&S Policy			
H&S Manual			




HEALTH & SAFETY FORMS

Document Name	Author/s	Date created	Location
Incident Report			
Risk Assessment			
Hazard Register			
PPE Issue			




EMERGENCY PLANNING


Document Name		Date created	Location
Evacuation Plan			
Posters			



FIRST AID

Document Name	Author/s	Date created	Location	
First Aid Kit Contents				
Locations				
Signage				

TRAINING RECORDS

Document Name	Author/s	Date created	Location	
First Aid				
Equipment				
Ergonomic/Workstation				
Other industry specific				