

DOCUMENT CONTROL REGISTER

Ref No.	Name	Revision No.	Revision Date	Amendments Summary
Form No. 000	Document Control Register	1	25/02/09	
Form No. 001	Contractor Safety Compliance Questionnaire			01/05/09 Stand alone form to be created based on contents in Trade Safety Pack
Form No. 002	Employee & Contractor Registration and Company Induction Training	1	29/01/09	
Form No. 003	On-site Induction Training	1	29/01/09	
Form No. 004	Safety Training Acknowledgement	1	29/01/09	
Form No. 005	Training Session Personnel Register	1	29/01/09	
Form No. 006	Site Establishment Checklist	1	29/01/09	
Form No. 007	Health and Safety Co-ordination Plan	1	11/02/09	
Form No. 008	Safety Booklet – On-Site Health and Safety Rules	1	11/02/09	
Form No. 009	Notice of Non-Conformance	1	11/02/09	
Form No. 010	OHS Committee Minutes	2	01/05/09	Altered format.
Form No. 010-1	OHS Committee Minutes Agenda	2	01/05/09	Altered format.
Form No. 011	Toolbox Meetings	1	11/02/09	
Form No. 012	Site Safety Inspection Report	1	11/02/09	
Form No. 013	Hazard Notification Register	1	11/02/09	
Form No. 014	Site Safety Walk	1	11/02/09	
Form No. 015	Site Safety Instruction	1	11/02/09	
Form No. 016	Hazard Identification Checklist	1	11/02/09	
Form No. 017	Risk Matrix	1	11/02/09	
Form No. 018	Risk Identification Register	1	11/02/09	
Form No. 019	Material Safety Data Sheet Register	1	11/02/09	
Form No. 020	Hazardous Substances Register	1	11/02/09	
Form No. 021	Confined Space Entry Permit (Example Only)	1	11/02/09	
Form No. 022	Manual Handling Hazard Identification Worksheet	1	11/02/09	
Form No. 023	Manual Handling Risk Assessment Worksheet	1	11/02/09	

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Form No. 024	Manual Handling Risk Control Worksheet	1	11/02/09	
Form No. 025	Safe Work Method Statement Worksheet	1	11/02/09	
Form No. 026	Safe Work Method Statement Register	1	11/02/09	
Form No. 027	Format of Safe Work Procedure	1	11/02/09	
Form No. 028	Working at Heights Permit	1	11/02/09	
Form No. 029	Hot Works Permit	1	11/02/09	
Form No. 030	Scaffold Inspection Checklist	1	11/02/09	
Form No. 031	Mobile Scaffold Inspection Checklist	1	11/02/09	
Form No. 032	WorkSafe Victoria Notice of Intention to Commence Excavation Operations In Trenches, Shafts and Tunnels	1	11/02/09	
Form No. 033	Personal Protective Equipment (PPE) Register	1	Oct 2008	
Form No. 034	Employee Protective Clothing Register	1	Oct 2008	
Form No. 035	Plant Hazard Checklist	1	Oct 2008	
Form No. 036	Plant and Equipment Register	1	Oct 2008	
Form No. 037	Plant Introduction Checklist	1	Oct 2008	
Form No. 038	Electrical Equipment, Testing and Tagging Register	1	11/02/09	
Form No. 039	Residual Current Device (RCD) Register	1	11/02/09	
Form No. 040	Visitor's Register	1	11/02/09	
Form No. 041	Emergency Evacuation Report	1	11/02/09	
Form No. 042	Evacuation Resources Information Checklist	1	11/02/09	
Form No. 043	Premises & Equipment Inspection Checklist	1	11/02/09	
Form No. 044	Site Emergency Telephone Numbers	1	11/02/09	
Form No. 045	WorkSafe Victoria – Incident Notification Form	1	11/02/09	
Form No. 046	Incident/Accident Report Form	1	11/02/09	
Form No. 047	Investigation Report Form	1	11/02/09	
Form No. 048	Minor Workplace Injury Form	1	11/02/09	
Form No. 049	Register of Injury	1	11/02/09	

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Form No. 050	WorkSafe Victoria Incident Notification Form (Copy Only)	1	11/02/09	
Form No. 051	Return to Work Plan (Example Format Only)	1	11/02/09	
Form No. 052	Employee HSR nomination Form	1	11/02/09	
Form No. 053	Employee HSR election Form	1	11/02/09	
Form No. 054	Customer Correspondence	1	11/02/09	
Form No. 055	Skills & training register	1	11/02/09	
Form No. 056	Risk Control Register.xls	1	11/02/09	
Form No. 057				Not allocated
Form No. 058	Master List – OHS&E Documentation & Information Distribution	1	11/02/09	
Form No. 059	Audit Schedule	1	11/02/09	
Form No. 060	Internal Audit	2	25/02/09	
Form No. 061	Performance Measurement Plan	1	01/02/09	
Form No. 062	Records Management Register	1	23/02/09	
Form No. 063				Not allocated
Form No. 064	Office Inspection Checklist	1	11/02/09	
Form No. 065	OHS&E Management Review Committee Meeting Agenda	2	01/05/09	Changes to committee roles.
Form No. 066				Not Allocated
Form No. 067				Not Allocated
Form No. 068				Not Allocated
Form No. 069				Not Allocated
Form No. 070				Not Allocated
Form No. 071	OHS&E Policy & Mgt Plan Document Amendment Register	1	Jan 09	
Form No. 072	Site Specific Project Management Plan		23/04/09	

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