BSBSMB401

Establish legal and risk management requirements of small business

Learner Workbook

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Candidate Details

Assessment – BSBSMB401: Establish legal and risk management requirements of small business

Please complete the following activities and hand in to your trainer for marking. This forms part of your assessment for BSBSMB401: Establish legal and risk management requirements of small business

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Employer: Pau Griffin Homes Pty Limited

Declaration

I declare that no part of this assessment has been copied from another person's work with the exception of where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person.

Signed: ______________________

Date: 7/8/19

If activities have been completed as part of a small group or in pairs, details of the learners involved should be provided below;

This activity workbook has been completed by the following persons and we acknowledge that it was a fair team effort where everyone contributed equally to the work completed. We declare that no part of this assessment has been copied from another person's work with the exception of where we have listed or referenced documents or work and that no part of this assessment has been written for us by another person.

Learner 1: ______________________

Signed: ______________________

Learner 2: ______________________

Signed: ______________________

Learner 3: ______________________

Signed: ______________________

Competency Record to be completed by Assessor

Learner Name: ____

Date of Assessment: ____

The learner has been assessed as competent in the elements and performance criteria and the evidence has been presented as;

	Assessor Initials
Authentic	
Valid	
Reliable	
Current	
Sufficient	

Learner is deemed: COMPETENT NOT YET COMPETENT (Please circle)

If not yet competent, date for re-assessment: ____

Comments from Trainer / Assessor:

____
____
____
____
____

Assessor Signature: ____

Observation/Demonstration

Throughout this unit, you will be expected to show your competency of the elements through observations or demonstrations. Your instructor will have a list of demonstrations you must complete or tasks to be observed. The observations and demonstrations will be completed as well as the activities found in this workbook. An explanation of demonstrations and observations:

Demonstration is off-the-job

A demonstration will require:

- Performing a skill or task that is asked of you
- Undertaking a simulation exercise

Observation is on-the-job

The observation will usually require:

- Performing a work based skill or task
- Interaction with colleagues and/or customers

Your instructor will inform you of which one of the above they would like you to do. The demonstration/observation will cover one of the unit's elements.

The observation/demonstration will take place either in the workplace or the training environment, depending on the task to be undertaken and whether it is an observation or demonstration. Your instructor will ensure you are provided with the correct equipment and/or materials to complete the task. They will also inform you of how long you have to complete the task.

You should demonstrate that you can:

1. Identify and implement business legal requirements
2. Comply with legislation, codes and regulatory requirements
3. Negotiate and arrange contracts

You should also demonstrate the following skills:

- Reading
- Writing
- Oral Communication
- Numeracy
- Navigate the world of work
- Interact with others
- Get the work done

Activities

Activity 1A

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to identify and research possible options for the business legal structure using appropriate sources**
Activity	• **Conduct your own research and document advantages and disadvantages in creating the types of legal structure detailed in this table.** Structure: Company Advantages: • liability for shareholders is limited • it's easy to transfer ownership by selling shares to another party • shareholders (often family members) can be employed by the company • the company can trade anywhere in Australia • taxation rates can be more favourable • you'll have access to a wider capital and skills base. Disadvantages: • the company can be expensive to establish, maintain and wind up • the reporting requirements can be complex • your financial affairs are public • if directors fail to meet their legal obligations, they may be held personally liable for the company's debts • profits distributed to shareholders are taxable. Structure: Partnership Advantages: • two heads (or more) are better than one • your business is easy to establish and start-up costs are low • more capital is available for the business • you'll have greater borrowing capacity • high-calibre employees can be made partners • there is opportunity for income splitting, an advantage of particular importance due to resultant tax savings • partners' business affairs are private • there is limited external regulation • it's easy to change your legal structure later if circumstances change. • Disadvantages: • the liability of the partners for the debts of the business is unlimited

- each partner is 'jointly and severally' liable for the partnership's debts; that is, each partner is liable for their share of the partnership debts as well as being liable for all the debts
- there is a risk of disagreements and friction among partners and management
- each partner is an agent of the partnership and is liable for actions by other partners
- if partners join or leave, you will probably have to value all the partnership assets and this can be costly.

Structure: Sole trader
Advantages:

- you're the boss
- you keep all the profits
- start-up costs are low
- you have maximum privacy
- establishing and operating your business is simple
- it's easy to change your legal structure later if circumstances change
- you can easily wind up your business.

Disadvantages:

- you're the boss
- you keep all the profits
- start-up costs are low
- you have maximum privacy
- establishing and operating your business is simple
- it's easy to change your legal structure later if circumstances change
- you can easily wind up your business.

Structure: Trust
Advantages:

- limited liability is possible if a corporate trustee is appointed
- the structure provides more privacy than a company
- there can be flexibility in distributions among beneficiaries
- trust income is generally taxed as income of an individual.

Disadvantages:

- the structure is complex
- the Trust can be expensive to establish and maintain
- problems can be encountered when borrowing due to additional complexities of loan structures
- the powers of trustees are restricted by the trust deed.

Activity 1B

<table>
<tr><td>Estimated Time</td><td>20 minutes</td></tr>
<tr><td>Objective</td><td>To provide you with an opportunity to determine legislation and regulatory requirements affecting operations of the business under its chosen structure.</td></tr>
<tr><td>Activity</td><td>1. Report on your organisation or in accordance with directions from the instructor, the legislation and regulatory requirements affecting the operations of your business.

Organisation: Paul Griffin Homes Pty Limited
Industry: New Home Builder

<u>Business registrations & Licensing</u>
• an Australian Company Number and Australian Business Number (ABN)
• a tax file number (TFN)
• QBCC Home Warranty Insurance provisions
• QBCC contractor licensing

<u>Insurances</u>
• Contract Works Insurance
• Public Liability Insurance

<u>Fair trading</u>
There are a number of things to consider to ensure your business meets fair trading laws. Read about:
• Fair trading laws
• Australian Consumer Law and your business
• Complying with the Competition and Consumer Act
• Australian standards
• Codes of Practice.

<u>Sales & Marketing</u>
When selling products, attention needs to be made to:
• Australia's trade measurement laws
• Pricing regulations
• Displaying prices
• Product labelling
• Warranties and refunds
• Selling goods & services.

<u>Contracts</u>
When a job is won in exchange for money or some other benefit, the organisation enters into a legal contract with the client. This contract is legally enforceable and stipulates the rights and responsibilities of the parties.

<u>Employment Legislation</u>
When employing staff, attention needs to be made to the following:
• Fair Work Act
• PAYG withholding tax
• Unfair Dismissals</td></tr>
</table>

- Anti-Bullying
- Employment Contracts
- paying your employees correct wages
- reimbursing your employees for work-related expenses
- abiding by work health and safety (WHS) regulations and codes of practice
- ensuring you have workers' compensation insurance for each employee
- not acting in a way that may seriously damage an employee's reputation or cause mental distress or humiliation

<u>Taxation</u>
Understanding your tax requirements is essential for any business. Your business tax obligations will vary according to the type of business you run, the number of employees you have and benefits you offer.

Its important to understand the different types of taxations that may apply to your business, including:

- Fringe Benefits Tax (FBT)
- Income tax for business
- Capital Gains Tax (CGT)
- Payroll tax
- Land tax
- Pay as You Go (PAYG) instalments
- Tax deductions
- Tax differences between a sole trader and a company.

<u>Environmental Laws</u>
The organisation needs to play a part in environmental management.

Federal, state and local governments jointly administer the environmental protection laws in Australia through bilateral agreements.

The Department of Environment administers the Environment Protection and Biodiversity Conservation (EPBC) Act. It covers the assessment and approval process of national environmental and cultural concerns.

<u>Intellectual property</u>
Intellectual property (IP) represents creations of the mind or intellect that can be legally owned. Almost every business has some form of IP that they need to protect.
IP laws allow for protection of ideas and unique creations that exist in every business. They're important for long term financial success and can make you more competitive than your rivals.
This includes such things as customised programs, processes and procedures, industry knowledge, house designs, trademarks, patents, copyrights, trade secrets and so on.

<u>Financial Reporting Requirements</u>

	The organisation is required to report to the Australian Taxation Office (ATO) – Business Activity Statements and Company Tax QBCC – accountant declaration confirming the organisation meets minimum financial requirements

Activity 1C

Estimated Time	**20 minutes**
Objective	**To provide you with an opportunity to develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements.**
Activity	• **What methods are used to implement procedures to ensure full compliance with the relevant legislation and regulatory requirements governing your specific business operations?** **You may make reference to your answers in Question 1B.** How to ensure compliance to legislative and regulatory requirements: <u>Business registrations & Licensing</u> • Maintain a register of all registrations and licenses held, including their renewal dates • Set a calendar reminder of all renewal dates • Ensure that business contact details always remain current to ensure that renewal forms and reminders are received • Maintain a company register that documents all corporate changes ton the business and includes all relevant documentation, minutes, approvals and resolutions • Periodically spot check procedures to ensure compliance. <u>Insurances</u> • Employ the services of an insurance broker who can advise on the appropriate insurance needs of the business • Maintain a register of all insurances and licenses held, including their renewal dates • Ensure that a insurance certificate of currency is kept on file at all times • Periodically spot check procedures to ensure compliance. <u>Contracts</u> • Utilise standard contracts such as the QBCC Building Contract or the HIA New Home Contract to ensure adequate legal and contractual coverage • Subscribe to industry associations such as HIA or Master Builders to keep up to date on contractual changes

	• Implement a procedure where all new subcontractors / trades must enter into a subcontractor agreement with the business prior to being issued a work order • Employ the services of legal advisors to ensure contractual compliance • Periodically spot check procedures to ensure compliance. <u>Employment Legislation</u> • Ensure Employment contracts are provided for all new staff • Subscribe to an employer association such as AFEI who will keep you up to date with changes in the employment market • Use an accounting software package to administer payroll • Implement policies and ensure that all employees are aware of including such topics as anti-bullying and anti-discrimination • Periodically spot check procedures to ensure compliance. <u>Taxation</u> • Engage the services of a taxation accountant to assist with the submission of taxation reporting requirements; • Utilise an accounting software package to assist with the monitoring and application of taxation such as PAYG and GST; • Diairise taxation due dates for taxation • Periodically spot check procedures to ensure compliance. <u>Financial Reporting</u> • Maintain a register of its members • Keep a record of all directors and members • Record all meeting minutes and resolutions. • Keep a confidential record of all final financial reports – financial statements, BAS, Company Tax Returns etc.

Activity 2A

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to establish systems to ensure legal rights and responsibilities of the business are identified and the business is adequately protected, specifically in relation to work health and safety (WHS), business registration and environmental requirements**
Activity	**1. Detail/report your company's systems to ensure the legal rights and responsibilities of the business are identified and the business is adequately protected.** <u>Work Health & Safety</u> Refer to the attached Construction Work Site Checklist

	Business Registration • Maintain a register of all registrations and licenses held, including their renewal dates • Set a calendar reminder of all renewal dates • Ensure that business contact details always remain current to ensure that renewal forms and reminders are received • Maintain a company register that documents all corporate changes to the business and includes all relevant documentation, minutes, approvals and resolutions • Periodically spot check procedures to ensure compliance. Environmental Requirements An Environmental Management System (EMS) is a tool that you can set in place in your business to manage your current and future environmental impact. You can also use an EMS in conjunction with your environmental audit to introduce processes and procedures that will assist your environmental strategies. An EMS integrates environmental management into your business' daily operations, long term planning and other quality management systems. The EMS can support your environmental management plan. The business benefits from implementing an EMS by improving your use of resources. It can make licences and permits easier to obtain and help you meet your environmental goals. Items that the EMS covers are: • identifying the environmental impacts of your business • setting your environmental objectives and targets, in line with your business plan goals • outlining your operational and emergency procedures related to environmental matters • the responsibilities and reporting structure • areas that you've identified for ongoing improvement.

Activity 2B

Estimated Time	**25 minutes**
Objective	**To provide you with an opportunity to identify taxation principles and requirements relevant to the business, and follow procedures to ensure compliance, and identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility.**
Activity	• **Define a sole trader, an incorporated company and a trust.** **Sole Trader** A sole trader business structure is a person trading as the individual legally responsible for all aspects of the business. This includes any debts and losses,

which can't be shared with others. This is the simplest, and relatively inexpensive business structure that you can choose when starting a business in Australia. As a sole trader, you'll generally make all the decisions about starting and running your business, although you can employ people to help you.

Company
A company is a type of business structure. You may consider a company structure when starting or growing your business.
A company is a separate legal entity, unlike a sole trader or a partnership structure. This means the company has the same rights as a natural person and can incur debt, sue and be sued. The company's owners (the shareholders) can limit their personal liability and are generally not liable for company debts.
A company is a complex business structure, with higher set-up and administrative costs because of additional reporting requirements.
You need to register a company with the Australian Securities and Investments Commission (ASIC). Company officers and directors must comply with legal obligations under the Corporations Act 2001.

Trust
A trust is an obligation imposed on a person - a trustee - to hold property or assets (such as business assets) for the benefit of others, known as beneficiaries.

- **What legal documents may you have to maintain?**

Sole Trader
Some key legal documents to be maintained may be:
- Business Name
- ABN & TFN
- Other Tax Registration – GST & PAYG
- Licenses

Company
Some key legal documents to be maintained may be:
- ASIC registration certificate
- Memorandum & Articles of Association
- Share Agreements
- Director & Shareholder meeting minutes
- Resolutions
- ABN & TFN
- Other Tax Registration – GST & PAYG
- Licenses
- Employment Agreements
- Confidentiality Deeds

Trust
Some key legal documents to be maintained may be:
- Trust Deed

	• ABN & TFN

Activity 2C

Estimated Time	20 minutes
Objective	**To provide you with an opportunity to monitor provision of products and services of the business to protect legal rights and to comply with legal responsibilities and conduct investigations to identify areas of non-compliance with legal and regulatory requirements, and take corrective action where necessary**
Activity	**1. Suggest three options that could likely cause an error in compliance. For the areas identified, give your recommendations on ways to eliminate future occurrences.** 1. Failure to lodge BAS on time due to Accountant being on holidays a. Diarise all key staff holidays in a master organisation-wide calendar b. Staff who are taking leave must delegate key tasks to Management c. Wherever possible, key tasks are to be prepared ahead of lodgement due date d. Additional training to ensure another staff member is capable to complete this task if needed. 2. Failure to maintain Company Register a. The Company Register should be kept up to date, documenting AGM resolutions officeholder records and meeting minutes b. Appoint a capable Corporate Secretary who is responsible for maintaining records c. Records should be updated as events occur d. Office holders should ensure that the Corporate Secretary meets these requirements 3. Failure to renew licences by due date a. Set calendar reminders for all renewal dates b. Update relevant authorities with any changes in contact details c. Maintain a register of all license expiry dates d. Conduct spot audits of all registers to ensure compliance e. Delegate license renewals to a specific staff member

Activity 3A

Estimated Time	25 minutes
Objective	**To provide you with an opportunity to seek legal advice on contractual rights and obligations, if required, to clarify business liabilities, investigate and assess potential products or services to determine procurement rights and ensure protection of business interests where applicable**
Activity	**1. In pairs, groups or individually list five contractual rights and obligations that could give cause to potential business liabilities.**

	Relevant to a Residential Building Contract, here are some contractual obligations that may give rise to liability to the business:
	
	1. Delayed Damages
	    a. If the construction of the home extended beyond the Contract Period, the business may be up for delayed damage costs as detailed in the contract
	2. Contact Maintenance Period
	    a. If defects are identified during the Contract Maintenance Period, the business will be required to make the repair at their cost
	3. Failure to Pay
	    a. If the client fails to pay, this would potentially create additional costs such as legal and debt collection costs
	4. Failure to accurately document specifications
	    a. If there are "grey" areas as to what is included and what is not, it may lead to a contractual obligation to undertake additional work that may not have been intended
	5. Delays and Extensions of Time
	    a. If the correct procedure is not followed for advising of extensions of time, the business may be liable for Delayed Damage costs should the project run overtime.

Activity 3B

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to seek legal advice on contractual rights and obligations, if required, to clarify business liabilities, Investigate and assess potential products or services to determine procurement rights and ensure protection of business interests where applicable.**
Activity	**1. List five products or services to determine procurement rights and ensure protection of the business interests where applicable.** ➢ Licensing ➢ Royalties ➢ Copyright ➢ Patents ➢ Trademarks

Activity 3C

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to negotiate and secure contractual procurement rights for goods and services including contracts with relevant people, as required, in accordance with the business plan**
Activity	**1. Create a five point plan on negotiating for securing contractual procurement rights for goods and services contracts.** To negotiate and secure contractual procurement rights, you should: ➢ Prepare effectively ➢ Understand and consider the needs and interests of all parties ➢ Manage the impact of your personal negotiation style ➢ Generate greater value through creativity ➢ Successfully address all key elements of the negotiation cycle through optimal preparation, engagement and review.

Activity 3D

Estimated Time	**25 minutes**
Objective	**To provide you with an opportunity to identify options for leasing/ownership of business premises and complete contractual arrangements in accordance with the business plan**
Activity	**1. What would be your choice, to either lease or purchase premises for a small business in your capital city, and why?** *I would choose to purchase my business premises for the following reasons:* 1. **Fixed costs:** Having a fixed long term commercial mortgage can give your business clear, fixed costs. 2. **Tax advantages and deductions:** As an owner you can claim tax deductions for all costs associated with owning, running and maintaining business space, including interest on the mortgage and property taxes. There are some depreciation differences which you will need to check with your accountant. 3. **Financing:** A mortgage loan can be used to finance your purchase, so that the actual monthly amount required may end up being similar to that of a lease. 4. **Access to equity:** You may be able to use the property as a guarantee in business dealings with your clients, suppliers or partners. 5. **Additional income:** If you have additional space, you have the opportunity of renting out a portion of it to another tenant to generate some additional income. If you completely outgrow your premises, you have an option to rent out the entire space while moving into larger premises yourself, or to sell.

6. **Capital growth:** If the building/space you own is in an area of appreciating land values, the prospect of selling it for a profit eventually is a positive one. However this now puts you in the property investment business, which can be profitable depending on the market. In times of inflation, real estate is a good investment. Rising rents suddenly become an asset as an owner.
7. **Control:** Owning your business property gives you more control. Having your own premises can give you increased security and freedom in which to run your business. Whereas lease agreements may have restraining features that give you limited control over the property. In addition, any improvements to the premises become the owner's property, and add to the value of the owner's investment.

There are also some disadvantages, namely:

1. **Lack of flexibility:** Most businesses especially new, do not know what the future holds: If your business continues growing, your owned office space may become inadequate, forcing a premature sale of the property. But if your circumstances change, so too can the level of income your business generates.
2. **Upfront costs:** Buying business space will initially cost far more upfront. There are property, appraisal and maintenance costs as well as a deposit and potentially property improvement costs.
3. **Agility**: If your requirements change, or the area changes then you may find that you are not able to move quickly and easily, especially if the demand in that area is low when you are looking to sell. The average time on the market for a commercial property for sale in Sydney is between 9 - 18 months. The average time on the market for commercial property for lease is 6-12 months.
4. **Capital required**: A significant amount of capital is tied up in upfront costs and maintenance, this deprives you from making better use of that money for other parts of the business and may impact cash flow.
5. **Capital loss**: If you have to prematurely sell the property and it is sold for less than what it you purchased it for originally, this will mean a capital loss for the business.
6. **Maintenance and improvements:** As the owner, you are solely responsible for maintaining the property and making any improvements.

Activity 4A

Estimated Time	**20 minutes**
Objective	**To provide you with an opportunity to identify potential internal and external risks to the business**
Activity	**1. Give examples of internal and external risks that may affect your organisation.** **Internal Risk examples:** • Human Risks - Dishonesty by employees • Technological risk - outdated operating systems that decrease production ability or disruptions in supplies • Physical risk - loss of or damage to the inventory **External Risk examples:** • Economic risk - economic downturn could lead to a sudden, unexpected loss of revenue. • Natural risk factors include natural disasters that affect normal business operations • Political risk is comprised of changes in the political environment or governmental policy that relate to financial affairs.

Activity 4B

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to assess the probability and impact of identified risks**
Activity	**1. For each risk you identified in Activity 4A, assess its probability and impact.** **Each risk identified previously can be easily assessed by using the Probability-Impact Matrix (PIM) which offers numeric scores of the risk.** • Internal Risk 1: Dishonesty by employees Probability: Possible Impact: Moderate Score: 0.2

	• Internal Risk 2: Outdated operating systems that decrease production ability or disruptions in supplies Probability: Unlikely Impact: Major Score: 0.42 • **Internal Risk 3 -** loss of or damage to the inventory Probability: Possible Impact: Minor Score: 0.1 **External Risk 1: economic downturn could lead to a sudden, unexpected loss of revenue** Probability: Likely Impact: Major Score: 0.18 **External Risk 2 -** natural disasters that affect normal business operations Probability: Unlikely Impact: Minor Score: 0.14 **External Risk 3 -** changes in the political environment or governmental policy that relate to financial affairs. Probability: Likely Impact: Moderate Score: 0.12

Activity 4C

Estimated Time	25 minutes
Objective	**To provide you with an opportunity to prioritise risks for treatment**
Activity	**1. Create probability-impact matrix and determine which risk has the highest priority.** Refer the PIM assessment of the internal and external risks identified. From these examples, the PIM model identifies the Internal Risk of having "Outdated operating systems that decrease production ability or disruptions in supplies" to be the highest priority. The reason for this is that this potential risk would have a major impact on the operations of the business and it needs to be monitored. Risk mitigation in this instance would simply be to ensure that operating systems are always updated and maintained to ensure that the likelihood of this risk occurring is unlikely.

Activity 4D

Estimated Time	25 minutes
Objective	**To provide you with an opportunity to develop actions to mitigate risks including identifying insurance requirements and adequate cover**
Activity	**1. You are about to take out an insurance policy. Thinking about the likely risks to your business, suggest the approach and cover you would likely use to insure against the following risks.** Assessment of the potential risks the business faces is required. Based on the probability of the risk occurring, will determine if the business requires coverage for that risk. The cost of insurance cover will also come into play. For example, if having a motor vehicle fleet was key component of the business, the likelihood of the vehicle being damaged would be high. Hence, comprehensive motor vehicle insurance would be an insurance policy worth taking out. The cost of insurance also comes into play. For example, if you had key management personnel that were instrumental in all operational aspects of the business, there is a risk that in the event that they were unable to work in the business due to illness or death, the business may lose revenue or increase costs. Assessing this risk would highlight that the likelihood of this occurring would be unlikely although the impact may be major, hence identifying this risk may require mitigation. Key Persons Insurance is available in this instance. However, if the cost of this insurance is high and the likelihood of the risk is low, then the business may chose to mitigate this risk by other methods, such as developing a more robust training and development program to nurture lower levels of management.

Skills and Knowledge Activity

Estimated Time	60 Minutes
Objective	**To provide you with an opportunity to demonstrate your knowledge of the foundation skills, knowledge evidence and performance evidence.**
Activity	**Complete the following individually and attach your completed work to your workbook.** The answers to the following questions will enable you to demonstrate your knowledge of: ➢ Reading ➢ Writing ➢ Oral Communication ➢ Numeracy ➢ Navigate the world of work ➢ Interact with others ➢ Get the work done ➢ Outline business registration and licensing requirements ➢ Identify commonwealth, state/territory and local government legislative requirements relating to business operation ➢ Explain creation and termination of relevant legal contracts ➢ Summarise relevant cultural differences and legal implications ➢ Describe legal rights and obligations of alternative ownership structures ➢ Outline necessary record keeping to meet minimum legal and taxation requirements ➢ Summarise relevant consumer legislation and industry codes of practice ➢ Outline the key steps in the risk management process ➢ Explain relevant insurance requirements and products **1. What texts may you have to read to assess the legal and risk management requirements of the business?** ➢ Relevant acts and regulations ➢ Industry and WHS codes of practice ➢ Business registrations and licences ➢ Planning and other permissions ➢ Environmental legislation ➢ Industrial law, agency law, property law, consumer legislation and standards, torts law and duty of care ➢ Equal employment opportunity (EEO) and anti-discrimination legislation, anti-competition regulations. ➢ Common law developed from court cases ➢ Legislation or statute law ➢ Statutory rules, regulations and by-laws. **2. What reports and workplace documentation may you have to write?** • Employment Agreements

- Workplace Policies and Procedures
- Workplace Health & Safety
- Anti-Bullying Policy

3. **What skills are needed to communicate effectively during communications?**

Listening

Being a good listener is one of the best ways to be a good communicator. No one likes communicating with someone who cares only about putting in her two cents and does not take the time to listen to the other person. If you're not a good listener, it's going to be hard to comprehend what you're being asked to do.

Take the time to practice active listening. Active listening involves paying close attention to what the other person is saying, asking clarifying questions, and rephrasing what the person says to ensure understanding ("So, what you're saying is…"). Through active listening, you can better understand what the other person is trying to say, and can respond appropriately.

Nonverbal Communication

Your body language, eye contact, hand gestures, and tone of voice all color the message you are trying to convey. A relaxed, open stance (arms open, legs relaxed), and a friendly tone will make you appear approachable and will encourage others to speak openly with you.

Eye contact is also important; you want to look the person in the eye to demonstrate that you are focused on them and the conversation (however, be sure not to stare at the person, which can make him or her uncomfortable).

Also, pay attention to other people's nonverbal signals while you are talking. Often, nonverbal signals convey how a person is really feeling. For example, if the person is not looking you in the eye, he or she might be uncomfortable or hiding the truth.

Clarity and Concision

Good verbal communication means saying just enough – don't talk too much or too little. Try to convey your message in as few words as possible. Say what you want clearly and directly, whether you're speaking to someone in person, on the phone, or via email. If you ramble on, your listener will either tune you out or will be unsure of exactly what you want.

Think about what you want to say before you say it. This will help you to avoid talking excessively and/or confusing your audience.

Friendliness

Through a friendly tone, a personal question, or simply a smile, you will encourage your coworkers to engage in open and honest communication with you. It's important to be nice and polite in all your workplace communications. This is important in both face-to-face and written communication. When you can, personalize your emails to coworkers and/or employees – a quick "I hope you all had a good weekend" at the start of an email can personalize a message and make the recipient feel more appreciated.

Confidence

It is important to be confident in your interactions with others. Confidence shows your coworkers that you believe in what you’re saying and will follow through. Exuding confidence can be as simple as making eye contact or using a firm but friendly tone. Avoid making statements sound like questions. Of course, be careful not to sound arrogant or aggressive. Be sure you are always listening to and empathizing with the other person.

Empathy

Using phrases as simple as "I understand where you are coming from" demonstrate that you have been listening to the other person and respect their opinions.

Even when you disagree with an employer, coworker, or employee, it is important for you to understand and respect their point of view.

Open-Mindedness

A good communicator should enter into any conversation with a flexible, open mind. Be open to listening to and understanding the other person's point of view, rather than simply getting your message across. By being willing to enter into a dialogue, even with people with whom you disagree, you will be able to have more honest, productive conversations.

Respect

People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make the person feel appreciated. On the phone, avoid distractions and stay focused on the conversation.

Convey respect through email by taking the time to edit your message. If you send a sloppily written, confusing email, the recipient will think that you do not respect her enough to think through your communication with her.

Feedback

Being able to appropriately give and receive feedback is an important communication skill. Managers and supervisors should continuously look for ways to provide employees with constructive feedback, be it through email, phone calls, or weekly status updates.

Giving feedback involves giving praise as well – something as simple as saying "good job" or "thanks for taking care of that" to an employee can greatly increase motivation.

Similarly, you should be able to accept and even encourage, feedback from others. Listen to the feedback you are given, ask clarifying questions if you are unsure of the issue, and make efforts to implement the feedback.

Picking the Right Medium

An important communication skill is to simply know what form of communication to use. For example, some serious conversations (layoffs, resignation, changes in salary, etc.) are almost always best done in person.

You should also think about the person with whom you wish to speak, if they are a very busy person (such as your boss, perhaps), you might want to convey your message through email. People will appreciate your thoughtful means of communication and will be more likely to respond positively to you.

4. What information might you need to determine insurance costs?

- Revenue turnover
- Usage
- Claims history
- Coverage Type/Requirements
- Industry
- No. of employees
- Geographic Location
- Organisation Type
- ABN

5. What are organisational policies which may apply to your ethical behaviour?

The primary policies that a business would have to encourage ethical behaviour would be the Code of Ethics and Code of Conduct.

6. Why may you need to seek legal advice?

Obtaining legal advice is an important part of running your business. As a business owner, there are times where you may need to seek a legal specialist for advice on areas including contracts, debt recovery, business law, insurance, intellectual property, and more.

For example, when starting a business there are many components to deal with which can often result in important legal issues being overlooked or forgotten about. For example, did you know that as a business in Australia you need to comply with the Privacy Act? Or that there are laws and legalities regarding employment and anti-discrimination within the workplace?

Having an expert provide you with business legal advice will equip you with everything you need to know, and they can inform you of all the laws that apply to your business and what you must comply with – such as licensing and registrations, contracts, and leases.

Business legal advice can also help you to better understand any dispute or legal matters you may be facing, allowing you to be able to professionally resolve it.

7. What sort of information may you need to store securely?

- Customer information
- Banking and Credit Card information
- Employment records
- Financial Information and Reports
- Tax Returns

8. What are the benefits of being on the Australian Business Register (ABR)?

When businesses and other organisations, including government bodies and non-profit organisations, register for an Australian business number (ABN), their identity information is stored in the Australian Business Register (ABR).

Benefits include:

- Make it easier for businesses to identify themselves and interact with your agency
- Pre-fill online forms using ABR public data
- Validate your clients' and suppliers' ABNs in real time
- Easily share and match data through a common identifier.

9. What local, state/territory, commonwealth and international legislation, regulations and codes of practice may affect business operations?

- State and National Business registrations & licensing
- National and International Fair Trading laws
- Contract Law
- Privacy Legislation
- National Employment Legislation
- Importing and Exporting
- Intellectual Property
- Environmental Legislation

10. What elements must be present for a legally enforceable contract?
The requisite elements that must be established to demonstrate the formation of a legally binding contract are (1) offer; (2) acceptance; (3) consideration; (4) mutuality of obligation; (5) competency and capacity; and, in certain circumstances, (6) a written instrument.

11. How can you manage diversity and cultural differences within a workplace?

- Start with Hiring. You cannot be averse to diversity at the hiring stage and then expect the same thing you shun to work for you later on – that would be absurd. The inroads into the organisation for any aspiring employee should reflect what the organisation is trying to achieve in terms of diversity. Let your hires resemble the country or community your company is based in as much as possible. This can only be possible by ensuring your recruitment policies encourage and embrace diversity.To hire for diversity, you will need to overcome bias in the assessment and interviewing process. This can only be achieved by creating a diverse interview panel that will ensure that the candidate selection process is free of prejudices and biases and that candidates are strictly selected based on merit. Fair recruitment is crucial if diversity will be managed successfully later on.

	• Create inclusive policies and practices. You'll need to ensure your organisation's overall practices and policies are inclusive of everyone and do not favour or discriminate a certain set of employees. Policymakers will, therefore, need to consider the differential impact policies and practices will have on the diverse group of workers before they're enforced.In addition to this, it's very important to ensure that every employee understands all of the organisation's unwritten rules to ensure inclusion from the get-go. Leaders and managers should encourage and be willing to take feedback on practices and policies from employees and be ready to make changes where there're perceived barriers for certain groups in the workforce. • Provide diversity training. Sometimes employees behave insensitively towards their colleagues not because they want to be mean or discriminatory, but simply because they do not know any better. Providing diversity training to your employees, especially those in leadership positions, helps people understand and respect the differences in religion, race, ethnicity, cultural values, gender and thinking styles.Diversity training helps employees become self-aware which plays a critical role in helping them understand their own prejudices, stereotypes and cultural biases. It's only by appreciating where you currently stand that can you improve. • Facilitate effective communication. One of the biggest challenges of managing a diverse workforce is ensuring there is clear and effective communication throughout the organisation. To ensure everyone is on the same page, make sure that all the employees understand all the procedures, policies, safety rules and any other important information.Work to ensure that cultural and language barriers are overcome when communicating with your employees. Have important work materials such as operation manuals translated if possible. Pictures and symbols that everybody can understand should be used where applicable. • Encourage interaction. It's only through interactions with one another can diverse groups of people really understand, appreciate and respect the differences that exist among them. Encourage your employees to collaborate with colleagues who are "different" from them.One way of implementing this is by creating work groups that reflect the diversity that exists in the workplace. This will not only help your employees know and value each other as individuals but will also expand the views and experiences of team members helping them appreciate the strength of their combined perspectives and talents. **12. What alternative ownership structures exist?** The four most common types of business structures in Australia are: Sole trader: an individual operating as the sole person legally responsible for all aspects of the business. Like other structures, as a sole trader you can employ people to help you run your business.

Company: a legal entity separate from its shareholders. Read about the differences between a sole trader and a company to understand the tax differences, your potential personal liability and the legal obligations when employing people.

Partnership: an association of people or entities running a business together but not as a company.

Trust: an entity that holds property or income for the benefit of others.

13. What records will you need to keep in order to meet taxation regulation?

Types of records you should keep

- payments you've received
- expenses related to payments you've received
- asset acquisition or disposal – such as shares or a rental property
- tax-deductible gifts, donations and contributions
- disability aids, attendant care or aged care expenses

14. What is the purpose of the Australian Competition and Consumer Commission?

ACCC's purpose is to protect, strengthen and supplement the way competition works in Australian markets and industries to improve the efficiency of the economy and to increase the welfare of Australians.
This means they will take action where this improves consumer welfare, protects competition or stops conduct that is anti-competitive or harmful to consumers, and promotes the proper functioning of Australian markets.

15. How would you assess risks within an organisation?

Risk assessment analyzes what can go wrong, how likely it is to happen, what the potential consequences are, and how tolerable the identified risk is. An organisation could use the Probability and Impact Model in order to assess potential risks and determine the priority of such risks.

16. What insurance requirements may your organisation have?

- Comprehensive insurance for vehicles/property
- Professional indemnity insurance
- Public liability insurance
- Third party insurance on motor vehicles
- Workers' compensation.

Major Activity

Estimated Time	**60-120 Minutes**
Objective	**To provide you with an opportunity to demonstrate your knowledge of the entire unit.**
Activity	**This is a major activity – your instructor will let you know whether you will complete it during class or in your own time.** **Attach your completed answers to the workbook.** You must individually, answer the following questions in full to show your competency of each element: ➢ Identify and implement business legal requirements ➢ Comply with legislation, codes and regulatory requirements ➢ Negotiate and arrange contracts ➢ Identify and treat business risks **1. Which business legal structure do you believe is the most appropriate? Note the positive and negative aspects of your chosen structure in relation to your business needs.** I believe a company structure is the best business structure for the following reasons: • liability for shareholders is limited • it's easy to transfer ownership by selling shares to another party • shareholders (often family members) can be employed by the company • the company can trade anywhere in Australia • taxation rates can be more favourable • you'll have access to a wider capital and skills base. There are disadvantages of a company that may include: • the company can be expensive to establish, maintain and wind up • the reporting requirements can be complex • your financial affairs are public • if directors fail to meet their legal obligations, they may be held personally liable for the company's debts • profits distributed to shareholders are taxable. **2. What kind of permissions do you need to secure and maintain for your business?** Permissions required would mostly pertain to Business Registration and Licensing, with examples being: • Australian Company Number • Australian Business Number • Licenses and Permits

	3. Pick three elements of general reporting on Section 1.3 of the Learner Guide and explain them in the context of your company, describing what you need to do in order to satisfy this requirement. Record all meeting minutes and resolutions All member meetings are to have minutes taken which aare to be signed by the Chairperson and kept on file Keep a record of all directors and members A register of all directors and shareholders are to be maintained, updating any changes including resignations and appointments. Distribute to company members a copy of the financial statements and reports Annual Financial Reports are to be distributed to all shareholders/directors upon the finalisation of these reports. **4. What measures do you have in place regarding WHS policies and procedures? Explain why they are effective. If your company has not yet been opened or established, write about what you may need to implement and why.** Our business has a both an HR Policy and OHS Policy which are both readily available for all staff members to view at any time. During staffing orientation, new members are made aware of the policies and are briefed of the key items in these policies. They are also encouraged to review and refer to the policies as and when required. Both policies and procedures are reviewed annually to ensure that they are constantly up to date. Furthermore, these polices are often referred to as part of every day discussions, encouraging a safe and healthy workplace. **5. Which description in section 2.2 of the Learner Guide applies to your business? Explain how this works in relation to your business.** Company Tax rules apply. The company needs to apply for a TFN and ABN. It also needs to register for GST and PAYG as it employs staff. Business Activity Statements are lodged quarterly and income tax returns are lodged annually. **6. What kind of records do you keep in relation to finance? Explain why each system you use is appropriate for your needs.** The following records need to be maintained: ➢ Accounts receivable (or debtors ledger/customers) ➢ Cash receipts book (or cash receipts journal, or in ➢ accounting software, the sales module) ➢ Cash register Z totals ➢ Cash sales receipt book ➢ Summary cash receipts book ➢ Tax invoices

- Accounts payable (your creditors)
- Cash payments book and receipts
- Cheque book butts
- Credit card receipts
- PAYG withholding and superannuation records
- Petty cash book and receipts
- Purchase orders
- Summary cash payments book
- Tax invoice
- Wages and salary records

These are all maintained within the companies accounting system (MYOB) and well as hardcopy records of all documentation.

7. **What legislation may affect any contracts associated with the running of your business?**
   - Racial Discrimination Act 1975
   - Sex Discrimination Act 1984
   - Fair Work Act 2009
   - Anti-Discrimination Act
   - Fair Trading Act
   - Workers Compensation Act.

8. **What measures could you put in place to detect incidences of non-compliance?**
   Develop and implement policies and procedures to ensure compliance
   Encouraging a compliance culture within the business
   Develop of Financial reporting system that identifies any non-compliance

9. **What can you do to ensure legal co-operation with contractual rights and obligations?**
   From the outset, or at the point of entering into any contract, you should seek legal advice to clarify business liabilities and the best practice to formalise the agreement at hand.

10. **What systems can you implement to ensure you are sourcing the right item, from the right supplier at the right time?**
    Issuance of a purchase order is critical here. It specifies the product/services required, pricing, Freight method, Required date and Delivery address.
    You may have to consider terms and conditions of purchase. If delivery time is the most important factor in a project, this may cause an increase in cost and/or a decrease in quality.

11. **Through the general running of your business, who can you expect to have contracts with? How does each person or company fit into your business plan?**

Examples of contracts in place would be as per below who are all critical resource required to achieve business goals and objectives.

- Employees – employment agreements
- Suppliers – supply agreements and credit accounts
- Landlord – lease agreement

12. Is renting or buying more ideal for your business needs? Explain why and how you made this decision and detail the options that are available to you in this endeavour.

A lease may sometimes beat out a purchase in terms of cash flow, particularly in the early years. But over the long haul, a purchase is usually cheaper because a landlord, in addition to paying all of the costs associated with purchasing and maintaining the property, will attempt to build in a profit for himself. With my business, leasing is the better short term option due to cashflow constraints however the long term objective would be to own the business premises.

13. What is the difference between internal and external threats?

Internal risks are faced by a company from within its organization and arise during the normal operations of the company. These risks can be forecasted with some reliability, and therefore, a company has a good chance of reducing internal business risk. External risks come up due to economic events that arise from outside the corporate structure. External events that lead to external risk cannot be controlled by any one company or cannot be forecasted with a high-level of reliability. Therefore, it is hard to reduce the associated risks.

14. What are likely or certain risks within your business?

External risks are more of a concern vs internal risks. The business' current internal control system, identifies any high internal risks swiftly. External risks however are more difficult to control. Examples being, economic factors, the Lending Royal Commission and the Federal election have been some recent external risks that have been of concern and have impacted the business' performance.

15. How can you prioritise risks?

A business can utilise the Probability Impact Matrix to assess and prioritise risks accordingly

16. What compulsory insurance must you obtain in order to run your business? What extra or voluntary insurance could you also get, and why?

Essential Insurances:

- Business Risk Insurance
- Public Liability Insurance
- Motor Vehicle Insurance

	- Workers Compensation Insurance Other Voluntary Insurances - Professional Indemnity - covers a business against negligence claims due to harm that results from mistakes or failure to perform - Business Interruption Insurance - If a disaster or catastrophic event does occur, a business's operations will likely be interrupted. During this time, the business may suffer from lost income due to its inability to operation

CONSTRUCTION WORK SITE CHECKLIST

Site Name:	DATE: / /
Project/Job:	Job No. or Contract No.: (if applicable)
Person carrying out site inspection (Name and Position (Print)):	
Contractor (if applicable):	
Contractor's Site Supervisor:	Telephone:

All non-conformances must be rectified immediately or date set for completion, and actions documented.

(Please place your initials in the boxes, DO NOT use ticks or crosses)

(References in brackets relate to clauses in WHS Regulations 2011 or Codes of Practice)

	YES	NO	N/A	COMMENTS & ACTIONS
DOCUMENTS				
Is there a Safety Management Plan, covering this work, on site? (if required)				
Are Safe Work Method Statements (SWMS) available on site for all site activities currently being undertaken assessed as having a high risk? (CL 291, 299)				Where are SWMS kept?
Does the SWMS identify site specific hazards and controls related to the work being carried out?				
Are workers on site working in accordance with their SWMS?				
(are they implementing the controls listed in their SWMS, and using the plant and equipment listed in their SWMS) List Name(s) of SWMS reviewed and comments:				
INDUCTION				
Are there Industry WHS Induction records on site?				White Card/certificate sighted
Have all workers undergone site specific induction training prior to starting work on site?				
CONSULTATION				
Are Toolbox Talks held prior to site works commencing, and then weekly, or more frequently as required?				
SITE AREA				
a) Security Is the site securely fenced / barricaded / site occupants isolated from any risk? (CL 298)				
Are all materials stored within the secured work site / site shed / vehicles?				

	YES	NO	N/A	COMMENTS & ACTIONS
b) Signage Are site safety rules available/displayed on site? (Principal Contractor site safety rules displayed when required)				
When fencing is erected, is there a clearly visible sign with the name & phone number, (including an after hours emergency telephone number) of the Principal Contractor (CL 308) and appropriate Construction & PPE signage displayed?				
c) Emergency /Incidents Where is the nearest phone in case of an emergency?				Location:
Is an emergency/incident procedure displayed on site and are workers aware of the procedure? (CL 43)				
Are there suitable fire extinguishers on site (guidance: eg. hot work minimum 4.5kg) & have fire extinguishers been serviced in last six months & tag stamped? (AS 1851.1 Maintenance of Fire Protection Equipment)				
Is there an adequately stocked first aid kit on site? (equivalent to Type B kit plus items identified as required from carrying out a risk assessment) (Code of Practice: First Aid in the Workplace– page 9)				
Is there a qualified first aid person on site? (one first aid person for up to 25 workers for high risk work)				Name/s:
Is there an accident/injury book/register on site?				
d) Amenities – (1 toilet per 20 workers) Are there washing facilities, adequate fresh cool drinking water, clean toilet, lunch and change rooms and bins available?				
e) Waste Disposal Is there a rubbish / waste container on site?				
Is the site area clear of rubbish/scattered materials?				
Is documentation available for any waste/hazardous material disposed of offsite? (eg. tip docket)				
WORKING AT HEIGHTS				
a) Prevention of falls if work area is above 2m and within 2m of the edge - are guard rails or Scaffolding or Harness being used? (harness must be attached) (CL79)				
Is area below (fall zone) fenced/barricaded with warning signage, or spotter below?				
Are tools secured?				
If team has installed Roof Safety Mesh, has a Roof Safety Mesh Handover Certificate been completed & copy left with site owner? (CoP Safe Work on Roofs Part 1)				
b) Ladders Are ladders in good condition, industrial rated with a visible rating sticker, secured top or bottom, extended at least 1 metre above top platform & are timber or fibreglass when working near electrical equipment? (**AS1892.5 Portable ladders - Selection, safe use and care)**				
c) Scaffolding (CL 225) If the scaffold is under erection, has a safety barrier been set up near the scaffolding base?				
Is proper ladder access provided to scaffold working decks (fixed top/bottom)?				
Is scaffolding secured against tipping?				
Are the planks secure/platforms fully decked?				
Has Scaffolding of 4m or more have a relevant scaff tag or handover certificate?				Monthly certification on site
Are handrails, midrails and toe boards in place along the full length of working deck of the scaffold?				

	YES	NO	N/A	COMMENTS & ACTIONS
d) Mobile Scaffold Do mobile scaffolds have lockable wheels & are the wheels locked?				
Is safe internal ladder access available above 2m?				
Is the height less than 3 times the width of the base?				
Do outriggers have to be used?				
Have overhead electrical hazards been considered?				
HAZARDOUS CHEMICALS / SUBSTANCES				
a) Is there a **Hazardous Chemicals/Substances Register** on site? (CL 346)				
b) Are copies of **Safety Data sheets** (SDS) available on site for all substances used/stored on site? (CL 344)				
c) Labelling Are all containers of chemicals adequately labelled? (Includes decanted materials that haven't been decanted for immediate use) (CL 342)				
d) Training Have site workers read SDS and controls listed in SWMS?				
e) Ventilation Is adequate ventilation provided when chemicals/gas bottles are stored in vehicles or in use?				
f) Are appropriate control measures in place for **removal of lead based paint**?				
g) Are appropriate control measures in place for **asbestos removal**, & work carried out by licensed person? (CL 458, CoP How to Safely Remove Asbestos)				
TOOLS / ELECTRICAL				
a) Guards Do the machines/tools on site have guards/handles fitted as per manufacturer's recommendations? (eg. grinder, circular saw)				
b) Electrical Are electrical leads, plugs & power tools in good condition & are they tested & tagged three(3) monthly?				
Are extension leads off the ground?				
Are all power supply outlets protected by earth leakage devices/RCD's?				
Sheds/builder's board tested on installation & then 6 monthly?				
c) When **explosive powered tools** are being used, are warning signs displayed?				
PLANT & EQUIPMENT				
a) Documentation Do plant operators have appropriate licences for licensed work? (Schedule 3)				
Does all machinery have registration/permits? (Schedule 4)				
Are Safety Check log books for machinery being completed?				
b) Specific Plant Is traffic control in place if required?				
Do backhoes/excavators/bobcats/cranes/boom pumps/ EWP's have "Beware of Electrical Hazards" signs?				
Have existing services been verified & are workers aware of safe practices/regulations if working close to power lines &/or underground/hidden services? (eg. dial before you dig, service locator)				
Is plant in good order (visual inspection - no oil leaks, hydraulic hoses OK etc)?				
Is the Safe Working Load indicated on the boom of all cranes / EWP / lifts? (Division 1)				

	YES	NO	N/A	COMMENTS & ACTIONS
Are licensed persons involved with mobile crane movements & are slings & cranes in good order, & is there evidence of inspections of these?				
Do vehicles have reverse alarms and rotating orange lights where necessary?				
Are workers wearing high visibility clothing in the vicinity of traffic/mobile plant?				
Are operators of EWP that can exceed 11m, licenced? (Division 1)				
Is plant not in use switched off & key removed?				
EXCAVATION AND TRENCHING WORK (CL 304-306, Code of Practice: Excavation)				
Are barricades/fences/signage along/around trenches?				
Are excavations >1.5m benched, battered, shored or certified by a Geotechnical Engineer to prevent collapse & is safe ladder access provided?				
Is spoil deposited on downhill side of trench/excavation?				
DEMOLITION WORK				
Have gas, electricity and other services been located and isolated/disconnected?				
PERSONAL PROTECTIVE EQUIPMENT (PPE)				
Are Safety Helmets & boots being worn by all persons on work site?				
Are site workers wearing personal protective equipment whilst doing tasks that require it to be worn (eg. dust masks, gloves, eye &/or ear protection)?				
Are supervisors and site workers wearing UV protective equipment / clothing / cream?				
ENVIRONMENTAL MANAGEMENT				
a) Are workers aware that they need to contact their manager / supervisor immediately if there is any incident including one that may affect the environment?				Eg. Effluent flowing into stormwater drain
Is excess water from cleaning tools & equipment & waste contained – not washed into drains/ waterways?				
Are excess materials recycled where possible?				
Are trees protected during site works?				
Are heritage items identified & protected during works?				
Are site vehicles parked where they will not unduly impact local use of a street or grounds?				
Is vehicle access restricted to one stable entry & exit point?				(to reduce damage to ground / grassed areas)
Is noise minimised where possible?				
Is dust & other particles contained?				
Is waste disposed of appropriately & in accordance with regulations/local authority requirements?				
b) Use of hazardous substances – Painting / Cleaning Are washings contained – not disposed of down drain or near drains/waterways?				
Are paints & chemicals stored in a lockable area that has an impervious floor & ventilation?				
Are waste solvents, cleaners & paints sealed & disposed of in accordance with guidelines (refer local council)?				

	YES	NO	N/A	COMMENTS & ACTIONS
c) Excavation / Trenching Are silt fences & other sediment control measures in place & functional, if required?				
Are trenches filled in as soon as work is completed to minimise erosion?				
Is any surcharge on ground removed?				
d) Demolition works Are stockpiled materials covered to prevent erosion by wind & rain, or dampened with water to reduce wind blown dust? If dust is a problem, does the fence installed around the site have a cloth barrier to act as a windbreak?				

Site Safety Instruction issued?	YES	NO	Inspecting Person (signature):

Item No.	**Non-Conformance Issue(s)** *Items that can be rectified on the day of the inspection are to be listed on this form. For all other non-conformances, a Site Instruction is to be issued.*	Target Action Date	Sign Off when completed

Inspecting Person (Print Name):	**Signature:**