



Section 1 – Trade details

Date 28/02/2024

Business name	Central Highlands Regional Council
Trade(s)	Central Highlands Regional Council
Reviewed by	Brenton Judge

Section 2 – Activities reviewed

Governance	Yes	No	N/A	Comments
Organisational details are current	☐	☐	☐	
Change register and distribution list completed	☐	☐	☐	
WHS Plan signed and dated by Director/Manager	☐	☐	☐	
Roles and responsibilities outlined	☐	☐	☐	
Risk	Yes	No	N/A	
Risk Management system discussed including incident and hazard reporting procedures	☐	☐	☐	
Controls for high risk activities documented including Safe Work Method Statement (SWMS)	☐	☐	☐	
Registers included	Yes	No	N/A	
SWMS/Management Plan induction	☐	☐	☐	
Training and/or competency	☐	☐	☐	
Personal Protective Equipment	☐	☐	☐	
Plant equipment	☐	☐	☐	
Hazardous substances/Dangerous goods	☐	☐	☐	
Electrical equipment	☐	☐	☐	
Document templates included	Yes	No	N/A	
Workplace Inspection Checklists template	☐	☐	☐	
Incident Investigation Reports template	☐	☐	☐	
Hazard Reports template	☐	☐	☐	
Injury management	Yes	No	N/A	
Return-to-Work program provided	☐	☐	☐	
Workers Compensation Policy included	☐	☐	☐	
Other	☐	☐	☐	

Section – 3 Issues and recommendations
