

## H&S Setup Flowchart:

### WHAT

### WHY

### HOW

**What:**  
H&S Policy  
**Form:**  
Document

**Why:** Explains the PCBU's intention to communicate with their workers and as far as reasonably practicable, keep them safe.

1

**Review:**  
12 monthly

**What:**  
Equipment Schedule  
**Form:**  
Spreadsheet

**Why:** Legal requirement for plant & equipment to be safe to operate.  
LADDER  
VEHICLE

2

**Review:**  
Monthly Checks

**What:**  
Safe Work Procedures  
**Forms:**  
Risk Assessment

**Why:** Legal requirement to assess the risk of the tasks done at work, and engage with workers.

3

**Review:**  
Monthly meetings.  
Observation

**What:**  
Incident Reporting  
**Form:**  
Document

**Why:** Legally required

4

**Review:**  
Monthly meetings.  
Observation

**What:**  
Site Pre-start  
**Forms:**  
Onsite Pre-start  
Sub-contractor agreement

**Why:** Legal requirement to assess hazards at a worksite before starting tasks - and when anything changes.

5

**Review:**  
At least weekly.  
Develops good habits