

## Checklist of OHS Documentation for Individual Supervisors

### Risk Assessment

- Local Risk Register
- Risk Assessment Forms
- Risk Assessment Register

### Induction and Training

- Induction Acknowledgement Forms from all staff, students, volunteers and contractors/maintenance staff
- Induction Register
- Training Needs Register
- Training Record, including that for local plant and equipment

### Inspection

- Workplace Inspection Forms
- Workplace Inspection Register
- List of Plant and Equipment, including maintenance schedule
- Plant and Equipment Inspection Schedule

### Reporting

- Hazard/Incident/Injury Reports
- Hazard/Incident/Injury Reports Register
- Corrective Actions Record

### Hazardous Substances

- MSDS Register
- Hazardous Substances Inventory

### Miscellaneous

- Standard Operating Procedures
- Relevant Licences