

## Appendix 3

# Job registration

Example

### 1. Responsibilities

**Example:** The senior manager with responsibility for health and safety, the names of those responsible for different aspects or areas of work activity, agreed lines of communication etc:

### 2. Hazardous conditions

- Roof work
- Entry into ductwork
- Noise
- Falling objects
- Overhead working
- Confined spaces
- Other:
- Isolation of services
- Dangerous machinery
- Excavation/demolition
- Electrical work
- Heavy items

### 3. Work equipment

- Ladders/access equipment
- Welding/cutting equipment
- Lasers
- Machinery
- Lifting equipment
- Other:
- Grinding equipment
- Portable electrical equipment
- Vehicles
- Powder powered tools
- Pneumatic equipment

### 4. Materials/substances

- Asbestos
- Toxic substances
- Adhesives/sealants
- Compressed gasses
- Explosives
- Corrosives
- Other:
- Ionising radiation
- Epoxy materials
- Flammable substances
- Solvents
- Irritant substances
- Substances that can create vapours or fumes

### 5. Request to use lead PCBU's services

- Electricity
- Compressed air
- Transport
- Trucks
- Water
- Waste disposal
- Other equipment:
- Other:
- Forklift
- Steam
- First aid
- Scaffolding/access equipment
- Lead PCBU's personnel or services

Are there any other special risks:

Is a permit to work required:

### 6. Site arrangements

To be explained and agreed

- Hours of work
- Emergency procedures
- Site boundaries
- First aid facilities
- Other:
- Vehicle restrictions
- Accident/incident reporting
- Permits to work

At the job registration stage, contractors should also provide evidence of relevant risk assessments, health and safety plans, safe systems of work and competence of workers.