# Policy

# Policy Directive: compliance is mandatory

High Risk Work Safety (WHS)

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High Summary

The policy directive is designed to ensure SA Health meets the

legislative requirements of the Work Health and Safety Act 2012 (SA) and its Regulations that place a duty of care on all persons, as far as is reasonably practicable, to identify all foreseeable hazards and risks for high risk work (HRW) related activities and ensure that risk control measures are implemented in accordance with the

hierarchy of controls.

Keywords WHS, Work Health and Safety, High Risk Work, Hazards, Risk

Assessment, Confined Space, Asbestos, Electrical, Working from

heights, hearing, noise, policy directive

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Does this policy amend or update an existing policy?  $\,N\,$ 

Does this policy replace an existing policy? N

If so, which policies? N/A

**Applies to**All SA Health Portfolio

Staff impacted All Staff, Management, Admin, Students; Volunteers

EPAS compatible NA

Registered with Divisional Policy

**Contact Officer** 

Yes

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# High Risk Work Safety (WHS) Policy Directive



# **Document control information**

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# High Risk Work Safety (WHS) Policy Directive

# 1. Objective

SA Health is committed to and acknowledges its legislative responsibility for the provision of a safe work environment and the prevention of injury and illness to all persons working within or visiting SA Health worksites.

This policy directive is designed to ensure SA Health meets the legislative requirements of the *Work Health and Safety Act 2012* (SA) and its Regulations that place a duty of care on all persons, as far as is reasonably practicable, to identify all foreseeable hazards and risks for high risk work (HRW) related activities and ensure that risk control measures are implemented in accordance with the hierarchy of controls.

This policy directive is to be read and administered in conjunction with the following SA Health Policy Guidelines:

- Hearing and Noise Management (WHS)
- Electrical Safety (WHS)
- Working from Heights Safety (WHS)
- Confined Space Safety(WHS)
- Asbestos Management Safety (WHS)

# 2. Scope

This policy directive applies to all SA Health workers including occupiers, contractors, volunteers, labour hire personnel and students, including persons who design, construct, import, supply or install plant and structures.

# 3. Principles

HRW refers to work activities that have an increased risk of serious injury, illness or even death. In most instances HRW requires a worker to have a licence to perform that type of work.

In accordance with <u>SA Health Policy Directive – Work Health, Safety and Injury Management (WHSIM)</u>, SA Health will take reasonably practicable steps to:

- Develop and implement a systematic and consistent approach to hazard identification and risk management regarding all HRW activities:
- Ensure the development and implementation of strategies, programs, safe work practices and services to manage health and safety risks arising from HRW activities;
- Ensure workers have appropriate licence to perform HRW;
- Ensure all plant that is deemed high-risk is registered with the Regulator (SafeWork SA) before the plant is installed, commissioned and operated.
- Prevent injury or any harm associated with undertaking high risk work;
- Ensure best practice when undertaking any high risk work;

- Management and workers identify practical alternatives to high risk work and use them in preference wherever possible;
- Where there are alternatives, ensure high risk work is undertaken in the safest way possible in accordance with safe work practice standards and is monitored appropriately;
- Ensure managers and supervisors understand high risk work safety requirements;
- Ensure workers are competent to undertake high risk work and understand and comply with safety requirements for such work;
- Ensure SA Health ensures its obligations in relation to undertaking high risk work in the safest possible way are met.

Reference to the relevant Approved Code of Practice specific to the industry or HRW being undertaken will provide practical guidance on legislative requirements. The most relevant to HRW are:

- How to Manage Work Health and Safety Risks;
- Managing Noise and Preventing Hearing Loss at Work
- Managing Electrical Risks in the Workplace;
- Managing the Risks of Falls at Workplaces;
- Confined Space:
- How to Manage and Control Asbestos in the Workplace;
- How to Safely Remove Asbestos.

## 4. Detail

For purposes of this policy directive HRW refers to work that includes, but is not limited to;

- Working at heights (e.g. working on ladders, rooftops or in ceiling spaces);
- Fix platforms and scaffolding;
- Crane, hoist and winch operation:
- Powered mobile plant including reach stacker, elevated work platforms and forklift operation;
- Demolition work;
- Workplaces that exceed the exposure standard for noise, including Hearing Protection Areas:
- Removal or the disturbance of Asbestos;
- Electrical installations or services:
- Pressurised gas distribution mains or piping;
- Chemical, fuel or refrigerant lines;
- Confined spaces;
- Contaminated or flammable atmospheres;
- Pressure equipment operation;
- Working on or near roads in use of traffic;
- Diving.

The Work Health and Safety Regulations 2012 (SA) list the classes of HRW that require a "Licence to Perform High Risk Work", including:

- Crane and hoist operation;
- Dogging and rigging work;
- Forklift operation;
- Pressure equipment operation;
- Scaffolding work.

#### 4.1 High-Risk Plant

SA Health must ensure workers who intend to operate high risk plant have appropriate licences or are training towards attaining a licence. Requirements for obtaining a licence for HRW include training and assessment by an accredited assessor.

SA Health or other persons in management or control of the workplace must not allow a worker to carry out high risk work (for which a HRW licence is required) unless:

- they have a current high risk work licence;
- written evidence is provided by the worker stating they have the relevant high risk work licence.

Further guidance is provided in the <u>SA Health Policy Guideline - Plant and Equipment</u> Safety (WHS).

#### 4.2 Hearing and Noise Safety

To assist in the control of workplace noise and the reduction of noise related health affects amongst SA Health workers, students and visitors, SA Health Local Health Networks (LHN) / Health Service (HS) / Business Units (BU) must manage the risks of hearing loss associated with the exposure to excessive noise at the workplace, including:

- ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise;
- providing audiometric testing to a worker who is frequently required to use personal hearing protection to protect the worker from hearing loss associated with noise that exceeds the exposure standard.

Further guidance is provided in the <u>SA Health Policy Guideline - Hearing and Noise Management (WHS)</u> including information on controlling the health and safety risks arising from hazardous noise levels.

#### 4.3 Electrical Safety

SA Health LHN/HS/BU and contractors with management or control over electrical equipment (including an electrical installation) must ensure, so far as is reasonably practicable, that electrical equipment and installations at the workplace are without risks to health and safety of persons.

All electrical work performed on any electrical installation within SA Health LHN/HS/BU and workplaces must be carried out by a competent person licenced under the *Plumbers, Gas Fitters and Electricians Act 1995*. Inspection and testing of electrical equipment must be carried out by a competent person who has acquired through training, qualification or experience the relevant knowledge and skills to carry out the task.

<u>SA Health Policy Guideline – Electrical Safety (WHS)</u> sets out the requirements associated with electrical safety and explains how to safely maintain electrical equipment, how to deal with defective electrical equipment, and electrical incidents and hazards.

#### 4.4 Working from Heights safety

SA Health must ensure, as far as is reasonably practicable, that the risks of falls and falling objects occurrences whilst working from heights or on ground level during work related duties are appropriately managed. All workers that intend to work from height and/or operate powered mobile plant must be competent and have the relevant licences and competencies for the task. Designers or constructors of buildings or structures must ensure, so far as is reasonably practicable, that workers involved with the construction,

use or subsequent maintenance are not exposed to the risks associated with work at heights.

Further guidance is provided in the <u>SA Health Policy Guideline – Working from Heights Safety (WHS)</u> including information on managing the risks associated with working at heights and falling objects.

#### 4.5 Confined Space Safety

SA Health LHN / HS / BU and contractors in management or control of a confined space must ensure, so far as is reasonably practicable, that the safety risks associated with confined spaces are appropriately managed and the risk of inadvertent entry into a confined space is eliminated. Workers that intend to perform work within a confined space must have the required level of training, are competent and licenced to undertake such work.

Further guidance is provided in the <u>SA Health Policy Guideline - Confined Spaces Safety</u> (<u>WHS</u>) including information on the safe management of a confined spaced.

#### 4.6 Asbestos Safety Management Safety

SA Health LHN / HS / BU and workplaces in management or control of the workplace must ensure, so far as is reasonably practicable, that exposure of a person at the workplace to airborne asbestos is eliminated.

Contractors undertaking asbestos-related work must:

- Take reasonable steps to minimise the release of asbestos fibres into the air;
- Have documented safe systems of work, ensuring the safety of the workplace and work environment at all times
- Ensure that duty of care obligations are met when in the management and control
  of SA Health workplaces
- Have been selected based on their expertise, have received the required level of training, are competent and licenced to undertake such work;
- Obtain an 'Asbestos Permit to Work' prior to the commencement of work;

Further guidance is provided in the <u>SA Health Policy Guideline - Asbestos Safety</u> <u>Management (WHS)</u> including information on the management of asbestos risk in the workplace.

#### 4.7 Contractor Safety Management

Contractors have a duty of care as workers on behalf of SA Health, to take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of others. All contractors in management or control of high-risk construction work must undertake risk assessments and ensure that Safe Work Methods Statements (SWMS) are prepared by a competent person and that they are recorded in writing.

All contractors must be provided with an induction, orientation and instruction by the LHN/HS/BU or workplace prior to commencing work on SA Health worksites, which is relevant to the type of work being undertaken and the level of risk determined.

Further guidance is provided in the SA Health Policy Guideline – Contractor Safety Management (WHS) [in draft].

#### Roles and Responsibilities 5.

The following roles and responsibilities are specific to this policy directive and should be read in conjunction with SA Health Policy Directive - Roles, Responsibilities and Governance (WHS)

#### 5.1 **Chief Executive / Deputy Chief Executive**

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy directive and associated policy guidelines;
- Establish awareness and accountability for the implementation of this policy directive.

#### 5.2 Chief Executive Officers / Chief Operating Officers (LHN / HS / BU) Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this Policy Directive and associated Policy Guidelines;
- Provide financial and physical resources needed for the implementation and support of this Policy Directive;
- Demonstrate an understanding of, and commitment to, a systematic hazard and risk management process for HRW safety in the workplace.

#### Executive Directors / General Managers / Directors (LHN / HS / BU) 5.3 Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this Policy Directive:
- Demonstrate an understanding of and a commitment to the systematic hazard identification and risk management of HRW in the workplace;
- Ensure the allocation and use of worker and financial resources to effectively manage and support the hazard identification and risk management program;
- Ensure adequate resources for the training of workers in the safe operation of high-risk plant in the workplace and associated safe work procedures;
- Ensure that managers and supervisors have the knowledge and the skills to determine the training needs of workers;
- Monitor the effectiveness of existing risk control measures, strategies and treatments.

#### 5.4 Site Managers / Line Managers / Supervisors / Team Leaders

Will take reasonable practicable steps to:

- Exercise due diligence (where relevant) to ensure compliance with the intent of this policy directive;
- Provide workers with adequate direction and support to fulfil their responsibilities regarding HRW;
- Ensure that mechanisms are in place to implement hazard identification processes:
- Consult with workers and workplace Health and Safety Representatives during hazard identification and risk management processes;
- Ensure that safe work procedures are developed, implemented, reviewed and monitored for effectiveness, whenever potential hazards are identified;
- Identify WHSIM training needs of workers, and where relevant provide such training as is needed (e.g. safely operate high-risk plant) when implementing safe work procedures;

- Take corrective actions to control identified hazards and risks arising from the workplace;
- Evaluate the effectiveness of existing risk controls, strategies and treatments and regularly report on outcomes and on any incidents;

#### 5.5 Contractors

Will take reasonably practicable steps to:

that are present at that location;

- Exercise due diligence (where relevant) to ensure compliance with the intent of this Policy Directive;
- Abide by the terms of the contract / service level agreement, including compliance with work health and safety responsibilities for induction and orientation
- prior to commencement of any contracted work;
  Ensure that they and any subcontractors that may be engaged by them possess all the competence, accreditations, licences and permits that may
- be required for work to be performed for SA Health;
  Ensure that a risk management approach is undertaken to identify any hazards and risks associated with the task(s) commissioned from them, taking into account physical location of the works and heeding workplace alerts and cautions
- Report any incident involving HRW in accordance with <u>SA Health Policy</u>
   Directive Work Health and Safety Reporting and Investigation (WHS);
- Comply with SA Health / LHN / HS / BU policy, policy guidelines, safe work procedures and instructions by SA Health authorised personnel (as relevant).

#### 5.6 Workers

Will take reasonable care to:

- Ensure high risk work does not adversely affect their own health and safety and the health and safety of others
- Follow any reasonable instruction issued in relation to HRW in the workplace;
- Attend any training required for the safe operation of high-risk plant e.g. training for implementation of safe work procedures.
- Immediately report to the line supervisor or HSR or both any hazards and other events that pose an immediate risk to any person;
- Report all other hazards, unsafe work practices or hazardous working conditions to their line supervisor before the end of shift / working day
- Assist line supervisors with the risk assessment and hazard control process, as directed.

#### 5.7 Executive Director(s) People and Culture (or similar)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy directive;
- Establish awareness of and accountability for the implementation of this policy directive;
- Monitor the implementation of this policy directive within LHN / HS / BU / WP with all interested parties;
- Ensure managers are provided with the necessary training in all matters relating to this Policy Directive;
- Promote the development and implementation of strategies, programs, safe work practices and services to manage health and safety risks arising from HRW activities.

#### 5.8 Manager, Workforce Health

Will take reasonable care to:

- Establish awareness of and accountability for the implementation of this policy directive;
- Develop education and promotion programs in partnership with internal and external providers related to HRW activities;
- Develop a systematic and consistent approach to hazard identification and risk management regarding all HRW activities;
- Monitor the implementation of this policy directive within LHN / HS / BU / WP with all interested parties;
- Ensure managers are provided with the necessary training in all matters relating to this policy directive.

#### 5.9 Workforce Health Professionals

Will take reasonable care to:

- Facilitate the implementation of this policy directive throughout their delegated LHN / HS / BU;
- Monitor compliance with this policy directive and report on implementation outcomes;
- Provide advice and support to managers and workers with regard to hazard identification, risk management, and any incidents involving HRW throughout their delegated LHN/HS/BU;
- Investigate all incidents involving HRW immediately to ensure the appropriate corrective actions have been taken to prevent further injury
- Ensure the relevant government organisation has been notified for all notifiable incidents
- Provide specialist advice, guidance and recommendations with respect to legislative requirements including interpretation of the WHS Regulations 2012 (SA) and relevant Codes of Practice
- Consult with LHN/HS/BU/WP Health and Safety Representatives with respect to HRW risk management, and inform them about any worksite incidents.

# 6. Reporting

#### 6.1 Reporting Incidents to the Regulator

- 6.1.1 All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be immediately reported to the regulator SafeWork SA (1800 777 209) in accordance with Section 38 of the Work Health and Safety Act 2012 (SA).
- 6.1.2 The Office of the Technical Regulator must be notified by the electrical worker or occupier of the premise where the electrical incident occurred in accordance with the Electricity Act 1996 (Section 63) and Electricity (General) Regulations 2012 (Section 70).

# 7. EPAS

N/A

# 8. Exemption

No exemptions are permissible.

# National Safety and Quality Health Service Standards

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National Standard 1	National Standard 2	National Standard 3	National Standard 4	National Standard 5	National Standard 6	National Standard 7	National Standard 8	National Standard 9	National Standard 10
Governance for Safety and Quality in Health Care	Partnering with Consumers	Preventing & Controlling Healthcare associated infections	Medication Safety	Patient Identification & Procedure Matching	Clinical Handover	Blood and Blood Products	Preventing & Managing Pressure Injuries	Recognising & Responding to Clinical Deterioration	Preventing Falls & Harm from Falls
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# 10. Risk Management

Work Health and Safety risk management guidance and considerations defined in this policy directive align in principle with the <u>SA Health Risk Management Framework 2014</u> and ISO 31000 Risk Management- Principles and guidelines.

## 11. Evaluation

In accordance with <u>SA Health Policy Directive – Performance Review and Continuous</u> <u>Improvement</u>, implementation of this policy directive will be monitored via the SA Health WHS Internal Audit Program against the following criteria:

- A hazard identification and risk management process is implemented, monitored and reviewed in consultation with workers for HRW in the workplace.
- The risks associated with HRW are managed in accordance with relevant SA Health WHS Policy Guidelines, legislation and standards.
- Safe work procedures are available and current which document measures to control risk associated with HRW.
- Items of high risk plant are registered with SafeWork SA and renewed at least every 5 years.
- Workers and contractors performing HRW hold required licences and have been appropriately inducted and trained.
- Contractors complete risk assessments and SWMS for HRW.
- Exposure to health risks associated with HRW e.g. noise, asbestos, atmospheric contaminants is kept as low as reasonably practicable and does not exceed relevant exposure standards.
- Implement recommendations of any reviews or reports prepared by the Regulator in response to a serious incident.
- Health surveillance programs relating to HRW e.g. noise, asbestos are available and offered to relevant workers.
- All documentation relating to management of HRW is retained for requisite time periods.

## 12. Definitions

In the context of this document:

- **Competent Person** means: A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. A **competent person** has a more specific meaning in the following circumstances:
  - For design verification, the person must have the skills, qualifications, competence and experience to design the plant or verify the design;
  - For inspection of plant for registration purposes the person must have:
    - Educational or vocational qualifications in an engineering discipline relevant to the plant being inspected, or
    - Knowledge of the technical standards relevant to the plant being inspected.
  - For inspection of mobile cranes, tower cranes and amusement devices the person must:
    - Have the skills, qualifications, competence and experience to inspect the plant, and be registered under a law that provides for the registration of professional engineers (in jurisdictions where such a law exists), or
    - be determined by the WHS regulator to be a competent person.
- Construction work means: any work carried out in connection with the
  construction, alteration, conversion, fitting-out, commissioning, renovation, repair,
  maintenance, refurbishment, demolition, decommissioning or dismantling of a
  structure.

#### Construction work does not include any of the following:

- the manufacture of plant
- the prefabrication of elements, other than at a place specifically established for the construction work for use in the construction work
- the construction or assembly of a structure that, once constructed or assembled, is intended to be transported to another place
- testing, maintenance or repair work of a minor nature carried out in connection with a structure (e.g. changing light bulbs)
- mining or the exploration for or extraction of minerals.
- High-risk construction work means: construction work that:
  - involves a risk of a person falling more than three metres; or
  - is carried out on a telecommunication tower; or
  - involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
  - involves, or is likely to involve, the disturbance of asbestos; or
  - involves structural alterations or repairs that require temporary support to prevent collapse; or
  - o is carried out in or near a confined space; or
  - is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres, or a tunnel; or
  - o involves the use of explosives; or
  - o is carried out on or near pressurised gas distribution mains or piping; or
  - o is carried out on or near chemical, fuel or refrigerant lines; or
  - o is carried out on or near energised electrical installations or services; or
  - is carried out in an area that may have a contaminated or flammable atmosphere; or

- involves tilt-up or precast concrete; or
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- is carried out in an area in which there are artificial extremes of temperature; or
- is carried out in or near water or other liquid that involves a risk of drowning; or
- o involves diving work.

#### Safe Work Method Statement means:

- (a) in relation to electrical work on energised electrical equipment—a safe work method statement prepared under regulation 161;
- (b) in relation to high risk construction work—a safe work method statement referred to in regulation 299 (as revised under regulation 302);

Reference may be made to the <u>SA Health Work Health Safety Injury Management</u> <u>System – Glossary and Terms</u> for clarification of any general terms used throughout this policy guideline.

# 13. Associated Policy Directives / Policy Guidelines

SA Health Policy Directive – Hazard Identification and Risk Management (WHS)

SA Health Policy Directive - Performance Review and Continuous Improvement

SA Health Policy Directive - Roles, Responsibilities and Governance (WHS)

SA Health Policy Directive - Work Health, Safety and Injury Management (WHSIM)

SA Health Policy Directive – Work Health Safety Reporting and Investigation

SA Health Policy Guideline – Asbestos Safety Management (WHS)

SA Health Policy Guideline - Confined Space Safety (WHS)

SA Health Policy Guideline - Contractor Safety Management (WHS) [in draft]

SA Health Policy Guideline - Electrical Safety (WHS)

SA Health Policy Guideline - Hearing and Noise Management (WHS)

SA Health Policy Guideline - Plant and Equipment Safety (WHS)

SA Health Policy Guideline - Working from Heights Safety (WHS)

SA Health Procedure – Reporting and Investigating WHS Hazards and Incidents

# 14. References, Resources and Related Documents

- Electricity Act 1996
- Electricity (General) Regulations 2012
- Return to Work Act 2014
- Safework Australia model Code of Practice: Confined Space;
- Safework Australia model Code of Practice: How to Manage and Control Asbestos in the Workplace;
- Safework Australia model Code of Practice: How to Manage Work Health and Safety Risks;
- Safework Australia model Code of Practice: How to Safely Remove Asbestos.
- Safework Australia model Code of Practice: Managing Electrical Risks in the Workplace;
- Safework Australia model Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- Safework Australia model Code of Practice: Managing Risks of Hazardous Chemicals
- Safework Australia model Code of Practice: Managing the Risks of Falls at Workplaces;

- Safework Australia model Code of Practice: Managing the Risks of Plant in the Workplace
- Safework Australia model Code of Practice: WHS Consultation, Cooperation, Coordination
- SA Health WHSIM Form Classes of High Risk Work Licences Table (FOR328)
- Work Health & Safety Act 2012 (SA)
- Work Health & Safety Regulations 2012 (SA)

