 CCAWA WHS Department Compliance Monitoring Sheet {Updated June 2025}

**CCAWA Constitution Section 13 item 7. HSE document section 9.2 item 6.**

Member:

Company:

Date of CM sheet:

|  |  |  |  |
| --- | --- | --- | --- |
| Items | On Display; *Your Hazardous Chemical List is to be printed for chemicals marked ‘Danger ‘and displayed with your accompanied {FO1} Risk Assessment form.**All SDS for your chemicals can be printed or stored in your electronic devices.*  | Needs attention; *You goal is to obtain this item to complete my CM sheet requirement* | Due date; *Is a recommendation given by the WHS Coordinator as to the urgency given on this item. Or you have ascertained this item is due or needs replacement.*  |

 **On Display Needs Attention Due date**

|  |  |  |  |
| --- | --- | --- | --- |
| **The HC Printed Folder.**Containing: **1**.Hazardous Chemical Register.**2**.Risk Assessment form to ‘Danger’ chemicals. Sign sheet & Matrix. {FO1*}* *A spare blank {FO1} form can be printed and stored with your other HSE forms as well.*  |   |   |   |
| **Other HSE Printed forms.**Site Risk Assessment & Control Plan {FO2} |  |  |  |
| Safe Work Method Statement {FO3} |   |  |   |
| Worker Incident Report form {FO5} |   |   |   |
| Incident Investigation Report {FO6} |   |   |   |
| Witness Statement {FO7} |   |   |   |
|  |  |  |  |
| First Aid Treatment Record {FO8} |  |  |  |

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| **Equipment** | **In stock and in good cond.**  | **Needs attention** | **Due date**  |
| Safety glasses (*AS 1337-1992*) |   |   |   |
| Hearing protection  |   |   |   |
| Respiratory protection-dust mask P2, P3 etcChemical respiratory mask (*if required)*  |   |   |   |
| Shoe covers, boots & gloves  |   |   |   |

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| Plant & equipment conditionLeakages, cleanliness etc. |   |   |   |
| **Electrical tagging of electrical tools and tag date.**Statutory certification *(I.e., gas registration if required)* |   |   | Tag Dates:  |
| Members to have a good knowledge of their equipment. |   |   |   |
| Warning signs / Hard cover walkways (*if needed)*, **RCD’s** / protection barricades etc |  |   | RCD Tag Date:  |

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| --- | --- | --- | --- |
| Presentation of vehicle / Signage and Condition |   |   |   |
| Security of equipment & chemicals {*i.e. Chemical rack*} |   |   |   |
| Hazards labels / Safety lights / Night lighting (*If needed*) |   |   |   |
| Tyres (*min 3mm tread*) 20c cion test. Bill of a Platypus! Or TWI test. |   |   |   |
| Seatbelts condition |   |   |   |
| Security of vehicle *(Locks-Alarm etc)* |   |   |   |

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| Absorbent materials or spill kit. |   |   |   |

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| Fire extinguisher (2.5 kg Dry powder) and tag date |   |   |  Tag Dates: |
| Fire blanket and tag dateEquipment cont;  |   |   |  Tag Dates:  |

|  |  |  |  |
| --- | --- | --- | --- |
| Appropriate first aid kit |   |   |   |

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| Appropriate room for equipment/storage with good access to all equipment in the work vehicle?  |   |   |   |
| **Truck mount** (*if applicable*) batteries terminals covered.  |   |   |   |
| **Truck mount** fuel storage type, secure and or condition |   |   |   |
| Heaters (*if applicable*) set up & condition. |   |   |   |
| No obstruction to firefighting equipment or first aid kit. |   |   |    |
| Stored materials neat & tidy?  |   |   |   |
| Storage area for chemicalsHazardous storage conditions in secure, cool & safe conditions. |   |   |   |
| Heavy items stored condition inrecommended low levels. |   |   |    |
| Waste management |   |   |   |

Please mark and email an electronic copy to the Secretary at; secretary@ccwa.com.au

Your CM sheet results will be placed into the CCAWA WHS database.

If your WHS Coordinator emails you with a ‘notification order’ or ‘obtain date’ order, this will be issued with a new CM sheet. Simply fill in as required.

You can update your CM sheet at any time. New CM sheets are readily available on your associations **tidyhq** format.

Please contact your WHS Coordinator for any assistance regarding your CM Sheet requirements.

WHS Department

CCAWA {Inc}.