A blue and white logo

Description automatically generated 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 etc  Chemical respiratory mask (*if required)* |  |  |  |
| Shoe covers, boots & gloves |  |  |  |

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| Plant & equipment condition  Leakages, 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: |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 date  Equipment cont; |  |  | Tag Dates: |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 chemicals  Hazardous storage conditions in secure, cool & safe conditions. |  |  |  |
| Heavy items stored condition in  recommended low levels. |  |  |  |
| Waste management |  |  |  |

Please mark and email an electronic copy to the Secretary at; [secretary@ccwa.com.au](mailto: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}.