

NSW OHS Regulation 2001 – Record Keeping Requirements

Note: The following checklist has been developed through perusal of the NSW OHS Regulation 2001 in order to identify the requirement of organizations to keep specific OHS, or OHS related, records. It is not meant to cover any procedures, manuals, signs or posters that the regulation may require.

Record	What form does it take	Where is it kept
Task/workplace risk assessments.		
Employee induction records.		
Register of Injuries (as per the NSW Workplace Injury Management and Worker's Compensation Act 1998).		
OHS Representative/OHS Committee Representative record of training.		
Electrical circuit plans (including all changes).		
Asbestos register.		
Noise exposure survey reports.		
Atmospheric monitoring reports.		
Electrical Inspection/maintenance/repair records.		
Completed Confined Space Entry Permits.		
Records of training for confined spaces.		
Risk assessments for confined spaces.		
Plant risk assessments.		
Registrations for specific plant (specified in the regulation).		
Registrations for amusement devices.		
Plant maintenance inspection and test records.		
Amusement device logbook.		

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Plant commissioning records.		
Hazardous substances material safety data sheets.		
Notifications to WorkCover for the use of a carcinogen.		
Notifications to the employer from the health professional of health surveillance results.		
Register of hazardous substances.		
Hazardous substances risk assessments.		
Record of any employees exposed to carcinogens.		
Employee hazardous substances induction training.		
Notification to WorkCover of the intention to carry out work involving carcinogens or lead.		

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For Construction Industry (when an organization is acting as the Principal Contractor)

Record	What form does it take	Where is it kept
Construction Industry General OHS Induction certificates for all persons carrying out work on the project.		
Construction Industry Work Activity OHS Induction Certificate.		
Construction Industry Site Specific OHS Induction.		
Safe Work Method Statements.		
Site Specific OHS Management plans.		
Project Register of Hazardous Substances.		
Demolition work AS2601 initial investigation record.		
Demolition work licence.		
Asbestos removal work licence.		
Demolition work permit.		
Asbestos removal work permit.		
Copies of completed NSW WorkCover Authority Incident Reports.		