



# Tubal Work Health & Safety Online Compliance System

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TUBAL PTY LTD – REGISTERED TRAINING ORGANISATION 51679

## About Tubal

Established in 1988, Tubal is a WA owned and operated Registered Training Organisation (RTO) that specialises in workplace training, assessment, and safety compliance audits and compliance management system implementation across Australia.

At Tubal, we pride ourselves on unique training and assessment methods that are efficient, flexible and accurate, designed and customised to suit every business, work environment and trainee.

As a result of our broad based management support in WHS and the delivery of qualifications offered through our unique and secure Online Management and E-Learning System, we are able to assist in building the business performance of our clients through improving the knowledge and skills of their staff and management.

## Our Training Services

We can deliver the following Nationally Recognised Qualifications anywhere in Australia:

### Retail

- SIR20212 Certificate II in Retail Services
- SIR20312 Certificate II in Retail Fast Food
- SIR30212 Certificate III in Retail Operations
- SIR30312 Certificate III in Retail Supervision
- SIR40212 Certificate IV in Retail Management

### Hospitality

- SIT20213 Certificate II in Hospitality
- SIT30713 Certificate III in Hospitality
- SIT40313 Certificate IV in Hospitality
- SIT50313 Diploma of Hospitality

### Management

- BSB51915 Diploma of Leadership and Management

### Business

- BSB20112 Certificate II in Business
- BSB30112 Certificate III in Business
- BSB40212 Certificate IV in Business
- BSB30412 Certificate III in Business Administration
- BSB40507 Certificate IV in Business Administration

### Work Health Safety

- BSB30712 Certificate III in Work Health and Safety
- BSB41412 Certificate IV in Work Health and Safety

### Holiday Parks

- SIT20512 Certificate II in Holiday Parks and Resorts
- SIT31212 Certificate III in Holiday Parks and Resorts
- SIT40812 Certificate IV in Holiday Parks and Resorts
- SIT50412 Diploma of Holiday Parks and Resorts

## Workplace Traineeships

A Workplace Traineeship is an arrangement between an employer and an employee that allows the employee to complete a nationally recognised qualification on-the-job.

There are many benefits to conducting Workplace Traineeships in your business, including:

- ✓ Incentives from the Federal Government of up to \$4,000 per eligible trainee.
- ✓ Payroll tax exemptions for the duration of the traineeship (varies in each state).
- ✓ Training and assessment takes place on-the-job, not in a classroom.
- ✓ Further career pathway in your industry, from entry level positions through to management.

## Our WHS Compliance Management System

The Work Health and Safety Compliance Management section of the Tubal System is a unique management tool, specifically designed to improve business performance and meet WHS compliance requirements in Holiday Parks and Resorts.

Data is secure, all system activity is logged and electronically date stamped, providing evidence of management, operation and legislative compliance with necessary integrity.

Other system features:

- ✓ Daily compliance issues, scheduled tasks and activities – customised to your business requirements
- ✓ Daily print-off of allocated jobs and specific instructions for individual staff and/or contractors
- ✓ Ongoing tasks that can be planned and entered years in advance or one-off jobs for tomorrow
- ✓ Plant and machinery register
- ✓ Maintenance and repair schedules
- ✓ Accommodation Register that allows maintenance, repair or replacement to be nominated against a specific cabin or facility
- ✓ Document Management for the safe storage of signed compliance documents
- ✓ WHS reports that monitor the control and/or elimination of workplace hazards
- ✓ WHS Policies and Procedures, which can be tailored to a park and be signed off by employees
- ✓ Reporting feature that breaks down all completed tasks and entries into individual records that are backed-up daily
- ✓ The necessary evidence in defense of a negligence claim
- ✓ Ongoing support, training and system improvements based on feedback from clients.

Screen shot samples provided on the following pages.

## Investment

Annual subscription is \$850 + GST, and can be invoiced quarterly if requested.

This investment cost will include customisation of 'your' system to the compliance requirements of your workplace/business (based on the compliance information you provide in this application), unlimited support and guidance, and access to our online tutorials and guides.

# Workplace Management Features

**All Tasks Due** appear in the WHS & Workplace Management home page

**Compliance Tasks:** (Residual Risk) tasks that need to be undertaken regularly to meet public liability responsibilities, WHS and regulatory compliance. These tasks are loaded onto the system by Tubal following a risk assessment & evaluation of the Park.

Reports: a record of all completed tasks.

**Plant and Machinery:** under the WHS Act all park plant & machinery maintenance and repairs must be logged. Such evidence would be required in the event of a workplace accident or injury.

**Workplace Hazards:** identified hazards/risks can be controlled/ eliminated. The hazard/risk can either be allocated as a task or recorded by a staff member at the appropriate risk level (remotely if required).

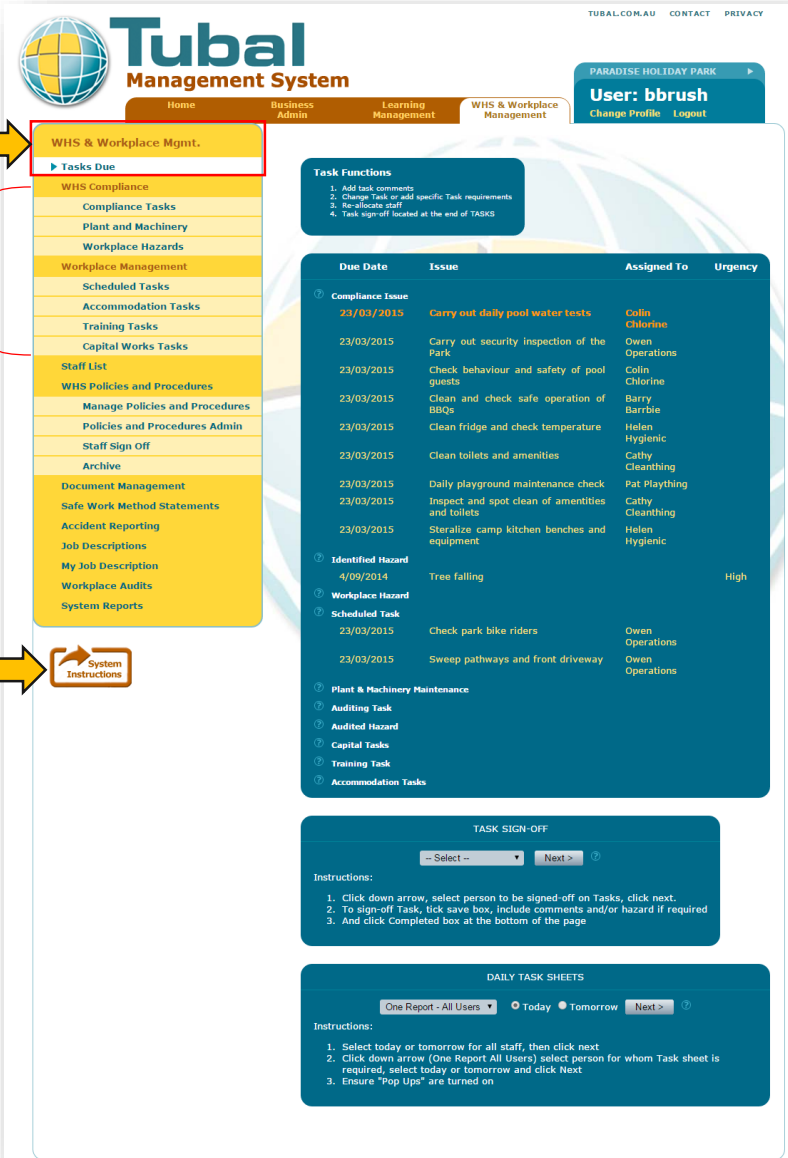
**Instructions:** The operation of all System components can be accessed by clicking on System Instructions

**Scheduled Tasks:** represents quality management of all jobs/tasks that are undertaken by management and staff from a one off task to recurring tasks eg, daily, weekly, monthly, quarterly, yearly, etc.

**Accommodation Tasks:** to establish a specific accommodation maintenance, spring cleans, repair/ replacement of equipment and costs for a nominated accommodation cabin/facility.

**Training Tasks:** provides a Record of WHS training and all other training for new staff, existing staff or learning new skills and those on formal training programs such as Traineeships. Also demonstrates a process of training with respect to legal compliance.

**Capital Works Tasks:** a record of starts and monitoring progress through milestones.




The screenshot shows the Tubal Management System interface for Paradise Holiday Park. The user is logged in as 'bbrush'. The main navigation menu includes 'Home', 'Business Admin', 'Learning Management', and 'WHS & Workplace Management'. The 'WHS & Workplace Mgmt.' menu is expanded, showing various task categories. A 'Tasks Due' table is displayed, listing tasks with their due dates, issues, assigned staff, and urgency levels.

Due Date	Issue	Assigned To	Urgency
23/03/2015	Carry out daily pool water tests	Colin Chlorine	
23/03/2015	Carry out security inspection of the Park	Owen Operations	
23/03/2015	Check behaviour and safety of pool guests	Colin Chlorine	
23/03/2015	Clean and check safe operation of BBQs	Barry Barrie	
23/03/2015	Clean fridge and check temperature	Helen Hygienic	
23/03/2015	Clean toilets and amenities	Cathy Cleaning	
23/03/2015	Daily playground maintenance check	Pat Plaything	
23/03/2015	Inspect and spot clean of amenities and toilets	Cathy Cleaning	
23/03/2015	Sterilize camp kitchen benches and equipment	Helen Hygienic	
4/09/2014	Tree falling		High
23/03/2015	Check park bike riders	Owen Operations	
23/03/2015	Sweep pathways and front driveway	Owen Operations	

Below the table, there are sections for 'TASK SIGN-OFF' and 'DAILY TASK SHEETS', each with instructions for users.

# Daily Work Sheets



**WHS & Workplace Mgmt.**

- All Tasks
- WHS Compliance
  - Compliance Tasks
  - Plant and Machinery
  - Workplace Hazards
  - Accident Reporting
  - Workplace Management
- Scheduled Tasks
- Accommodation Tasks
- Training Tasks
- Capital Works Tasks
- Staff List
- WHS Policies and Procedures
  - Manage Policies and Procedures
  - Policies and Procedures Admin
  - Staff Sign Off
  - Archive
- Job Descriptions
- My Job Description
- Workplace Audits
- System Reports

**Task Functions**

- Add task comments
- Change Task or add specific Task requirements
- Sign-off task
- Task sign-off located at the end of TASKS

Due Date	Issue	Assigned To	Urgency
8/06/2014	Compliance Issue		
8/06/2014	Carry out daily pool water tests	Colin Chlorine	
8/06/2014	Carry out security inspection of the Park	Owen Operations	
8/06/2014	Check behaviour and safety of pool guests	Colin Chlorine	
8/06/2014	Check PVC furniture for UV and other damage	Owen Operations	
8/06/2014	Clean and check safe operation of BBQs	Barry Barbie	
8/06/2014	Clean fridge and check temperature	Helen Hygienic	
8/06/2014	Clean laundry	Cathy Cleanting	
8/06/2014	Clean toilets and amenities	Cathy Cleanting	
8/06/2014	Daily playground maintenance check	Pat Plaything	
8/06/2014	Inspect and spot clean of amenities and toilets	Cathy Cleanting	
8/06/2014	Monthly playground maintenance check	Pat Plaything	
8/06/2014	Renew Contractors Compliance Agreement	Owen Operations	
8/06/2014	Spot check laundry	Cathy Cleanting	
8/06/2014	Steralize camp kitchen benches and equipment	Helen Hygienic	
8/06/2014	Weekly playground maintenance check	Pat Plaything	
8/06/2014	Scheduled Task		
8/06/2014	Carry out OH&S Inspection of Plant Room	Owen Operations	
8/06/2014	Check park bike riders	Owen Operations	

**TASK SIGN-OFF**

Instructions:

- Click down arrow, select person to be sign-off on Tasks, click next.
- To sign-off Task, tick save box, include comments and/or hazard if required
- And click Completed box at the bottom of the page

**DAILY TASK SHEETS**

Instructions:

- Select today or tomorrow for all staff, then click next
- Click down arrow (One Report All Users) select person for whom Task sheet is required, select today or tomorrow and click next
- Ensure "Pop Ups" are turned on

**Workplace Hazard**

Hazard	Method of Control	Eliminated	Identified By	Urgency	Save
		<input type="checkbox"/>		High	

Daily Task Sheets can be generated for all staff, or individual staff and generate tasks for **Today** or **Tomorrow** (for early starts).

*Daily Task can also be viewed, completed or added through a mobile device. This is ideal when working around the park.*

Once the All Users or individual staff member has been selected, and the day (today or tomorrow, click Next).

If pop-ups are blocked in your browser, the Daily Task Sheet will not open in a new window. If this occurs, click on the 'pop-up blocked' icon and always allow pop-ups for the Tubal System.

An example of a Daily Task Sheet for an individual (Cathy Cleanting).

Staff can tick against each task on the sheet as they complete them, and at the end of the shift these tasks can be marked off in the system. Alternatively use their mobile device.



**Paradise Holiday park**

Date: 12/5/2014 Assigned to: Cathy Cleanting Worksheet: Consolidated Tasks

Due Date	Task	Description	Comments
12/05/2014	Clean laundry		13 Dec 2006- Clean laundry in accordance with procedures
12/05/2014	Clean toilets and amenities		
12/05/2014	Inspect and spot clean of amenities and toilets		
12/05/2014	Spot check laundry		

**Total No. of Tasks = 4**  
Report Printed 12/05/2014 10:43:09 AM

# Reporting Workplace Hazards

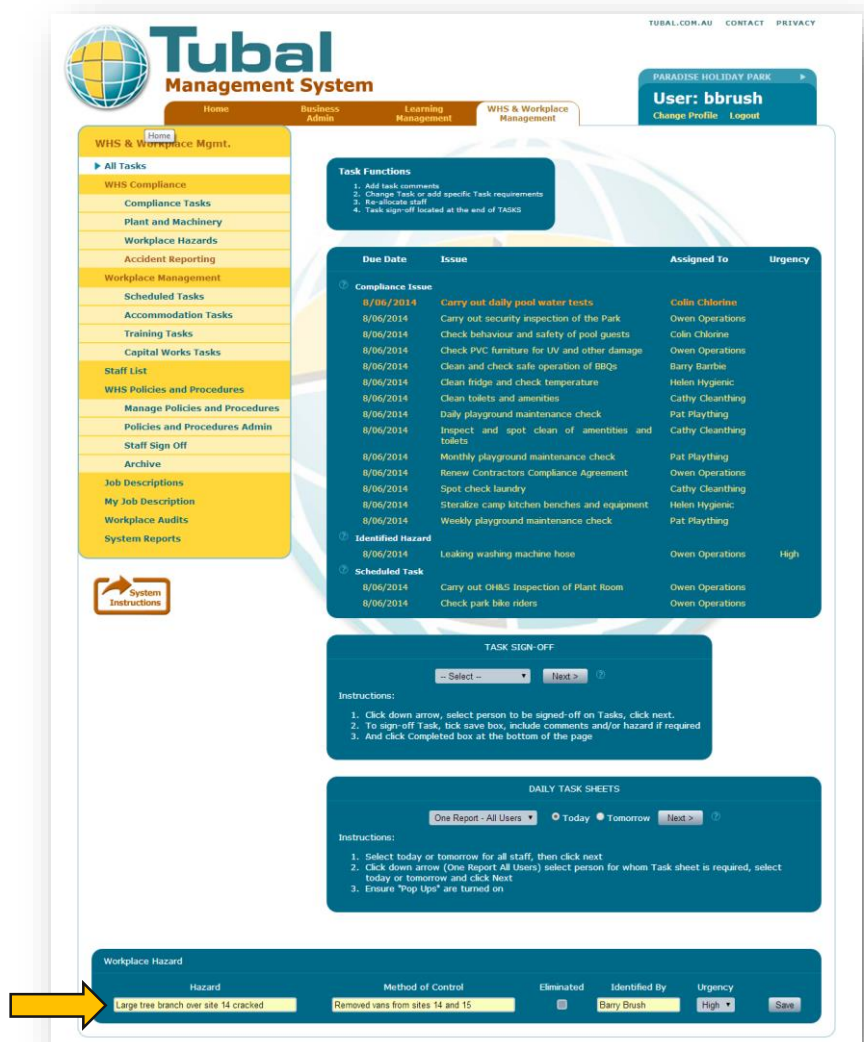
A primary component of Tubal's WHS and Workplace Management System is the reporting and elimination/control of current, foreseen & residual Workplace Hazards. Having a record of elimination and/or control of all workplace hazards (current, residual and foreseen) is a WHS Legislation requirement

The System also provides for an instant reporting of **Workplace Hazards** on all screens of the Workplace Management System. This enables an employee to immediately deal with a risk or hazards/risk and record its elimination.

Information required:

- the Description of the Hazard
- Method of Control
- the person who identified the Hazard
- The urgency rating.

When **Saved**, it will bypass the waiting Tasks and be logged within the System **REPORTS** under Workplace Hazards.



**Tubal Management System**

Home | Business Admin | Learning Management | **WHS & Workplace Management**

PARADISE HOLIDAY PARK  
User: bbrush  
Change Profile | Logout

**WHS & Workplace Mgmt.**

All Tasks

- WHS Compliance
  - Compliance Tasks
  - Plant and Machinery
  - Workplace Hazards
  - Accident Reporting
- Workplace Management
  - Scheduled Tasks
  - Accommodation Tasks
  - Training Tasks
  - Capital Works Tasks
- Staff List
- WHS Policies and Procedures
  - Manage Policies and Procedures
  - Policies and Procedures Admin
  - Staff Sign Off
  - Archive
- Job Descriptions
- My Job Description
- Workplace Audits
- System Reports

**Task Functions**

1. Add task comments
2. Change task or add specific Task requirements
3. Re-allocate staff
4. Task sign-off located at the end of TASKS

Due Date	Issue	Assigned To	Urgency
<b>Compliance Issue</b>			
8/06/2014	Carry out daily pool water tests	Colin Chlorine	
8/06/2014	Carry out security inspection of the Park	Owen Operations	
8/06/2014	Check behaviour and safety of pool guests	Colin Chlorine	
8/06/2014	Check PVC furniture for UV and other damage	Owen Operations	
8/06/2014	Clean and check safe operation of BBQs	Barry Barthe	
8/06/2014	Clean fridge and check temperature	Helen Hygenic	
8/06/2014	Clean toilets and amenities	Cathy Cleansing	
8/06/2014	Daily playground maintenance check	Pat Plaything	
8/06/2014	Inspect and spot clean of amenities and toilets	Cathy Cleansing	
8/06/2014	Monthly playground maintenance check	Pat Plaything	
8/06/2014	Renew Contractors Compliance Agreement	Owen Operations	
8/06/2014	Spot check laundry	Cathy Cleansing	
8/06/2014	Steralize camp kitchen benches and equipment	Helen Hygenic	
8/06/2014	Weekly playground maintenance check	Pat Plaything	
<b>Identified Hazard</b>			
8/06/2014	Leaking washing machine hose	Owen Operations	High
<b>Scheduled Task</b>			
8/06/2014	Carry out OH&S Inspection of Plant Room	Owen Operations	
8/06/2014	Check park bike riders	Owen Operations	

**TASK SIGN-OFF**

Instructions:

1. Click down arrow, select person to be signed-off on Tasks, click next.
2. To sign-off Task, tick save box, include comments and/or hazard if required
3. And click completed box at the bottom of the page

**DAILY TASK SHEETS**

Instructions:

1. Select today or tomorrow for all staff, then click next
2. Click down arrow (One Report All Users) select person for whom Task sheet is required, select today or tomorrow and click Next
3. Ensure "Pop Ups" are turned on

**Workplace Hazard**

Hazard	Method of Control	Eliminated	Identified By	Urgency	Save
Large tree branch over site 14 cracked	Removed vans from sites 14 and 15	<input type="checkbox"/>	Barry Bush	High	Save

Where a Workplace Hazard/Risk cannot be immediately eliminated or is a foreseen Hazard/Risk that requires reporting, it will need to be added to the System and assigned to an employee or manager.



**Tubal Management System**

Home | Business Admin | Learning Management | **WHS & Workplace Management**

PARADISE HOLIDAY PARK  
User: bbrush  
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**WHS & Workplace Mgmt.**

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8/06/2014	Steralize camp kitchen benches and equipment	Helen Hygenic	
8/06/2014	Weekly playground maintenance check	Pat Plaything	
<b>Identified Hazard</b>			
8/06/2014	Leaking washing machine hose	Owen Operations	High
8/06/2014	Large tree branch over site 14 cracked		High
<b>Scheduled Task</b>			
8/06/2014	Carry out OH&S Inspection of Plant Room	Owen Operations	
8/06/2014	Check park bike riders	Owen Operations	

# WHS Policies and Procedures

The Tubal system provides a template list of WHS policies and procedures that a park can adapt as their own.

The templates can be also be edited, or additional policies and procedures can be created.

Park staff are able to read through each of the policies and procedures and e-sign that they understand and will adhere to each policy and procedures. A record is then kept of that e-signature.



**Tubal Management System**

Home Business Admin Learning Management **WHS & Workplace Management**

PARADISE HOLIDAY PARK  
User: bbrush  
Change Profile Logout

**WHS & Workplace Mgmt.**

- Tasks Due
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**Manage Policies and Procedures**

**Emergency Procedures** [Add Policy]

- Fire Wardens Emergency Evacuations Procedures Effective From - 23/3/2015 (Version 2)
- Armed Hold Up Survival Policy & Procedures Effective From - 23/3/2015 (Version 2)
- Severe Storm Emergency Procedures Effective From - 23/3/2015 (Version 2)
- Bomb Threat Policy & Procedures Effective From - 23/3/2015 (Version 2)
- Fire Emergency Procedures Effective From - 23/3/2015 (Version 3)
- Floods Emergency Procedures Effective From - 23/3/2015 (Version 2)
- Guests' Fire Evacuation Procedures Effective From - 23/3/2015 (Version 3)
- Developing the Process for Emergency Procedures Effective From - 23/3/2015 (Version 2)

**Human Resources** [Add Policy]

- Allocation & Assessment of Manual Knowledge Effective From - 23/3/2015 (Version 2)
- LPG Staff Training Record Effective From - 23/3/2015 (Version 2)

**Management Policies and Procedures** [Add Policy]

- Online Communication Policy Effective From - 23/3/2015 (Version 2)
- Behavioural Code of Practice Effective From - 23/3/2015 (Version 2)
- Anti Discrimination Accommodation Effective From - 23/3/2015 (Version 2)
- Anti-discrimination Policy Statement Effective From - 23/3/2015 (Version 3)
- Privacy Policy Effective From - 23/3/2015 (Version 3)
- Equal Employment Opportunity Policy Effective From - 23/3/2015 (Version 2)

**Management Records & Instruments** [Add Policy]

- Hazard Identification Report Effective From - 23/3/2015 (Version 1)

**Office Procedures** [Add Policy]

- Last Property procedures Effective From - 22/11/2005 (Version 1)
- Telephone Booking procedures Effective From - 22/11/2005 (Version 1)
- Daily Office Procedures Effective From - 4/9/2006 (Version 2)

**OH&S Monitoring Records & Instruments** [Add Policy]

- Playground Daily Maintenance program Effective From - 22/11/2005 (Version 2)
- RCD Monthly Testing Effective From - 23/3/2015 (Version 2)

**OH&S Policies & Procedures** [Add Policy]

- Injury Management Policy Effective From - 2/10/2005 (Version 1)
- LPG Safety & Decanting Procedures Effective From - 15/11/2005 (Version 1)
- Manual Lifting Policy Effective From - 15/11/2005 (Version 1)
- PPE Policies Effective From - 22/11/2005 (Version 1)
- Workshop Safe Working Policies Effective From - 22/11/2005 (Version 1)
- Chain Saw Safe Operating Procedures Effective From - 22/11/2005 (Version 1)
- Health & Safety Policy Statement Effective From - 23/11/2005 (Version 2)
- Manual Lifting Procedures Effective From - 22/3/2006 (Version 4)
- Needlestick Injury Procedures Effective From - 4/4/2006 (Version 1)
- Drugs & Alcohol Policy Effective From - 19/5/2006 (Version 2)
- Landing of Tools Policy Effective From - 19/5/2006 (Version 2)
- Serious Injury Policy Effective From - 19/6/2006 (Version 2)
- Food Handling and Personal Hygiene Policy Effective From - 12/8/2006 (Version 1)
- Incident Reporting & Investigation Policies & Procedures Effective From - 23/8/2006 (Version 1)
- Electrical Safety Policies Effective From - 13/9/2006 (Version 1)
- Herbicides & Pesticides Policies & Procedures Effective From - 14/9/2006 (Version 1)

The **Document Management** page on the Tubal System allows an accurate and secure record to be kept of a business's compliance documents, including *Safe Work Method Statements, Accident and Incident Reports, registers, licenses and other signed documents, etc.*

All document uploaded will remain secure and easily accessible within their category.

A file is chosen to upload, a category is selected from the list (or create your own) and click on upload. The document will be saved with the date it was uploaded and the login name of the person who uploaded the document. The uploaded document can be easily accessed for future reference.



**Tubal Management System**

Home Business Admin Learning Management **WHS & Workplace Management**

PARADISE HOLIDAY PARK  
User: bbrush  
Change Profile Logout

**WHS & Workplace Mgmt.**

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  - Archive
- Document Management**
  - Safe Work Method Statements
  - Accident Reporting

**Upload New Compliance Document**

File:  No file chosen

Name:

Category:  [Add New Category](#)

Upload Date	Document Name	Document Category	Uploaded By
22/08/2014	35 Electrical Testing & Tagging.doc	Registers	bbrush
22/08/2014	Manual Handling SWMS.rtf	Safe Work Method Statements (SWMS)	bbrush

Form Number:	M-011
Version:	2.0

Date Effective:	March 2016
Review Date	March 2017

# Document Management

**Safe Work Method Statement (SWMS)** are a requirement under the WHS Act. All plant, equipment used in the Park along with the operators is required to undergo a risk assessment and recorded within a SWMS.

The Tubal system provides 36 SWMS templates to enable the Park to establish SWMS for all plant and equipment. SWMS are also a primary source of WHS staff training, which include the required documented evidence.

The SWMS is opened, printed and completed, then uploaded into the document file, within the SWMS category as outlined on the previous page.

**System Reports** are a major component of the Tubal Compliance Management System. They provide evidence by category of all Tasks and recorded details that have been completed on the System.

**Tubal System users** have been able to provide the necessary defense documented evidence within moments for either WHS or Public Liability. In some instances the evidence retrieved has dated back several years.

Select a Report, choose an employee or ALL employees, enter the date range required and a Report will appear, showing selected category Tasks, name of employee who performed the Task, with date and comments. (if included). Reports can be transported to a file, emailed or printed.

Tubal Reports also provides **Planned Reports**. That is, all current and planned Reports/Tasks both current and planned.



**Tubal Management System**

Home Business Admin Learning Management WHS & Workplace Management

PARADISE HOLIDAY PARK  
User: bbrush  
Change Profile Logout

**WHS & Workplace Mgmt.**

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  - Job Descriptions

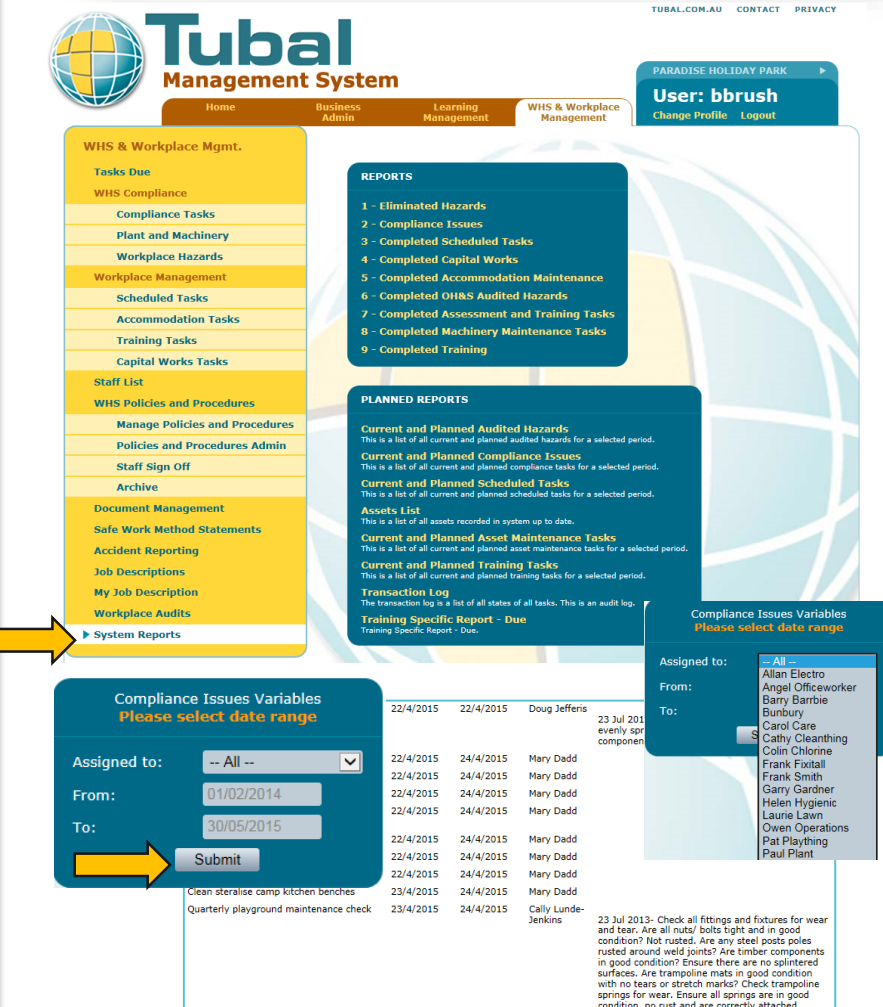
**Safe Work Method Statements**

Please read the guidelines before downloading SWMS templates.

- Back Hoe and Front End Loader
- Brick Paving
- Chainsaw Operating
- Cleaning
- Driving Vehicles
- Golf Cart
- Landscaping
- Lawn Mower
- Maintaining Gardens
- Noise Control
- Painting
- Quad Bike
- Rubbish Removal
- Testing and Tagging
- Tree Felling
- Weed Control
- Working around LPG
- Working With Hand Tools
- Brick Cleaning
- Bricklaying
- Change lights
- Climbing Ladders
- Flood Clean Up
- Heat stress
- Lawn Edger
- Leaf Blower
- Manual Handling
- Office Ergonomics
- Pool Handling Chemicals
- Ride on Mower Operation
- Sharps Disposal
- Tractor Slasher
- Using a Hedge Trimmer
- Working around hazardous substances
- Working Outdoors
- Working With Power Tools

Download the generic SWMS Template to customise your own process.

When you have filled in the template you downloaded, save the file and upload to Document Management.



**Tubal Management System**

Home Business Admin Learning Management WHS & Workplace Management

PARADISE HOLIDAY PARK  
User: bbrush  
Change Profile Logout

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**REPORTS**

- Eliminated Hazards
- Compliance Issues
- Completed Scheduled Tasks
- Completed Capital Works
- Completed Accommodation Maintenance
- Completed OH&S Audited Hazards
- Completed Assessment and Training Tasks
- Completed Machinery Maintenance Tasks
- Completed Training

**PLANNED REPORTS**

**Current and Planned Audited Hazards**  
This is a list of all current and planned audited hazards for a selected period.

**Current and Planned Compliance Issues**  
This is a list of all current and planned compliance tasks for a selected period.

**Current and Planned Scheduled Tasks**  
This is a list of all current and planned scheduled tasks for a selected period.

**Assets List**  
This is a list of all assets recorded in system up to date.

**Current and Planned Asset Maintenance Tasks**  
This is a list of all current and planned asset maintenance tasks for a selected period.

**Current and Planned Training Tasks**  
This is a list of all current and planned training tasks for a selected period.

**Transaction Log**  
The transaction log is a list of all states of all tasks. This is an audit log.

**Training Specific Report - Due**  
Training Specific Report - Due.

**Compliance Issues Variables**  
Please select date range

Assigned to: -- All --

From: 01/02/2014

To: 30/05/2015

Submit

Date	Date	Name	Task	Comments
22/4/2015	22/4/2015	Doug Jeffers	23 Jul 2013 eveny spr component	
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
22/4/2015	24/4/2015	Mary Dadd		
23/4/2015	24/4/2015	Mary Dadd		
23/4/2015	24/4/2015	Cally Lunde-Jenkins		

Clean steralise camp kitchen benches  
Quarterly playground maintenance check

23 Jul 2013- Check all fittings and fixtures for wear and tear. Are all nuts/ bolts tight and in good condition? Not rusted. Are any steel posts/poles rusted around weld joints? Are timber components in good condition? Ensure there are no splintered surfaces. Are trampoline mats in good condition with no tears or stretch marks? Check trampoline springs for wear. Ensure all springs are in good condition, no rust and are correctly attached.

Form Number:	M-011
Version:	2.0

Date Effective:	March 2016
Review Date	March 2017



# CMS Registration Form

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Park Name:

Group:

Address

City/State

Postcode

Phone

Email

Website

Managers	Assistant Managers

Staff Members	Job Roles

## About Your Business

To establish the WHS/Risk Management Compliance issues that are unique to your business we need to ask you to acknowledge whether or not the compliance issues listed below are part of the daily operation of your park.

Some of the compliance issues will require commencement dates. This is to ensure the dates we setup in the CMS meet those already used in the operation of your business. For example, the date your fire hoses are due for inspection might be 30 March and 30 September, therefore you would place those dates in column 3. Where 'Not Applicable' appears in column 4, commencement dates for the compliance issue are not required.

Please confirm the following compliance issues in your business with a YES/NO, date of compliance and the person or persons who carry out the task.

Compliance Issue	Yes	No	Date you require compliance issue to Commence	Name(s) of the person(s) who will undertake the Compliance Issue
Does your business have:				
Sealed roads?			<i>Not applicable - no compliance date required</i>	
Unsealed Roads			<i>Not applicable - no compliance date required</i>	
Camp Kitchen			<i>Not applicable - no compliance date required</i>	
BBQ's If so types (circle whichever is applicable) Gas – (G) Electric – (E)			<i>Not applicable - no compliance date required</i>	
Watercraft for guests' use or hire?			<i>Not applicable - no compliance date required</i>	
Playground?			<i>Not applicable - no compliance date required</i>	
Pool? Pool slide (Y/N)			<i>Not applicable - no compliance date required</i>	
Volleyball court?			<i>Not applicable - no compliance date required</i>	
Trampoline?			<i>Not applicable - no compliance date required</i>	

Compliance Issue	Yes	No	Date you require compliance issue to Commence	Name(s) of the person(s) who will undertake the Compliance Issue
Jumping pillow?			<i>Not applicable - no compliance date required</i>	
Basketball ring and backboard?			<i>Not applicable - no compliance date required</i>	
Tank water?			<i>Not applicable - no compliance date required</i>	
Animal cages?			<i>Not applicable - no compliance date required</i>	
Sewer treatment plant?			<i>Not applicable - no compliance date required</i>	
Spa and/or jacuzzi (other than in your accommodation)?			<i>Not applicable - no compliance date required</i>	
Fire fighting equipment? – Hoses? Extinguishers?			Please indicate the date of the next inspection:	
Smoke detectors? – Please indicate the date of the next smoke detector battery replacement, if applicable or test.				
Pest inspections? – If you have a pest inspection please indicate the date of the next inspection				
Laundry?			<i>Not applicable - no compliance date required</i>	
Toilets & amenities?			<i>Not applicable - no compliance date required</i>	
Wind: The likelihood of high wind or cyclones?			<i>Not applicable - no compliance date required</i>	
Caravan and cabin tie downs?			<i>Not applicable - no compliance date required</i>	
Café/Shop			<i>Not applicable - no compliance date required</i>	
PVC furniture?			<i>Not applicable - no compliance date required</i>	
Permanent & annual resident's public liability and domestic workers comp where applicable. – Please indicate the next date of renewal checks.				
Hazardous chemicals risk assessment?			<i>Not applicable - no compliance date required</i>	

Compliance Issue	Yes	No	Date you require compliance issue to Commence	Name(s) of the person(s) who will undertake the Compliance Issue
LPG storage tanks?			<i>Not applicable - no compliance date required</i>	
LPG decanting?			<i>Not applicable - no compliance date required</i>	
Noxious Plants: Oleander, Bougainvillea, others ?			<i>Not applicable - no compliance date required</i>	
Trees? – Please indicate the date of the next tree inspection by the Arborist and park staff.				
Inoculate staff against HEP, A, B and tetanus? – Please indicate the date of the next blood test/inoculations for staff.				
Contractors WHS compliance? – Please indicate the review date of your contractors renewal.				
Mobile vendors?				
Residual current devices (RCDs) monthly/quarterly test? – Please indicate the date of the next test.				
Residual current devices (RCDs) – Please indicate the date of the next annual current load RCD test.				
Electrical tagging of extension leads? – Please indicate the date of the next test and tag.				
Electrical tagging of electrical equipment & appliances? – Please indicate the date of the next test and tag.				
Personal protective equipment (PPE)?			<i>Not applicable - no compliance date required</i>	
Workshop?			<i>Not applicable - no compliance date required</i>	
Machinery equipment licenses & permits? - Please indicate dates of next renewals.				

Compliance Issue	Yes	No	Date you require compliance issue to Commence	Name(s) of the person(s) who will undertake the Compliance Issue
Locking out and tagging of equipment e.g.: - maintenance, defect & breakdown log; key tagging procedure			<i>Not applicable - no compliance date required</i>	
Accident & illness – Does the Park have an accident, illness reporting system?			<i>Not applicable - no compliance date required</i>	
First aid kits? – Please indicate the date of the next inspection.				
First aid qualifications – Are Park management and staff first aid qualified and if so when are they due for renewal?				
Park security inspections?			<i>Not Applicable – no compliance date required.</i>	
Park rules?			<i>Not Applicable – no compliance date required.</i>	
Arrange and/or gain commission from tour operators?			<i>Not Applicable – no compliance date required.</i>	
Park policies and procedures?			<i>Not Applicable – no compliance date required.</i>	
Emergency evacuation drills? – Please indicate the date of the next emergency drill.				
Staff performance appraisals? – Please indicate the date of the next staff performance appraisal				
Hire or loan equipment?			<i>Not Applicable – no compliance date required.</i>	

