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PUBLICATIONS

About us

# Req.	Code	Name	Published
_____	GB005	Enforcement Policy Explains how Workplace Standards Tasmania enforces compliance with the legislation it administers	Jan 09
_____	GB063	Video Catalog Lists all DVDs and videos available from the Workplace Standards Library	July 10
_____	GB133	A Guide to the Workplace Health and Safety Legislation Provides an overview of the workplace health and safety legislation in Tasmania. Explains the rights and responsibilities of different people in the workplace	Mar 08
_____	GB158	When a Workplace Standards Tasmania Inspector Visits Explains how your inspectors support and enforce workplace health and safety	Apr 10
_____	GB196	Advisory Service: Safe Business is Good Business Explains how the Advisory Service can help workplaces manage workplace health and safety	Apr 09

Building standards/regulation

# Req.	Code	Name	Published
_____	GB144	The Regulation of Building and Plumbing Work in Tasmania Explains the laws regulating building and plumbing work in Tasmania (including the Building Act 2000) and their relationship with the Building Code of Australia and Australian Standards	May 08
_____	GB151	Maintenance of Essential Safety and Health Features and Measures Explains the responsibilities building owners have to maintain safety and health features in all commercial, industrial and public buildings	Oct 04
_____	GB160	Maintenance of Essential Safety and Health Features in Existing Commercial Buildings Details the processes that building owners follow to maintain safety and health features in their buildings	Aug 09
_____	GB163	Are You Using an Accredited Building Practitioner? Explains Tasmanian accredited building practitioners (designers, builders and building surveyors): who they are and what they do; how to find them	May 08

For bulk orders (over 100 items) one week's notice is required

—	GB164	Owner Builders: Do You Know Your Responsibilities? Explains the rights and responsibilities of owner builders, including the owner builder registration system and the number of buildings they are allowed to build	May 08
—	GB171	Good Documents = Good Job Explains why good building designs are essential to achieve the outcome clients want for their building project. For builders, owner builders, building designers, architects and building owners	Jan 07
—	GB173	Authorised Plumbing Products and Accredited Plumbing Systems Advises owners or occupiers how to tell if plumbing products and wastewater treatment systems have been authorised for use in Tasmania and comply with the Tasmanian Plumbing Code	Mar 07
—	GB174	On-site Waste Water Management Systems Explains the laws regulating onsite systems for the management of waste water; including septic tanks and packaged treatment plants	Mar 07
—	GB177	Building Act 2000 – Owner Builder Kit (including Guidelines) Explains all aspects of being an owner builder including applicable laws, the registration system, and a sample copy of the Owner Builder Statement that owners must sign before they can obtain a building permit	June 09
—	GB180	Guide to Standards and Tolerances Provides a reference of the minimum quality expected of building work. For builders and building owners.	2007
—	GB182	Building in Landslip Prone Areas Provides details of the restrictions on building in declared landslip zones. Includes general advice on good practices when building on steep or unstable land	
—	GN014	Resolving Payment Disputes in Building and Construction Contracts: Information for Residential Home Owners Explains how payments claimed by contractors, sub-contractors, suppliers and consultants can be recovered under the Building and Construction Industry Security of Payment Act 2009	Mar 10
—	GN015	Resolving Payment Disputes in Building and Construction Contracts: Building and Construction Industry Respondents Explains how payments claimed by contractors, sub-contractors, suppliers and consultants can be recovered under the Building and Construction Industry Security of Payment Act 2009	Mar 10
—	GN016	Resolving Payment Disputes in Building and Construction Contracts: Information for Claimants Explains how payments claimed by contractors, sub-contractors, suppliers and consultants can be recovered under the Building and Construction Industry Security of Payment Act 2009	Mar 10

Construction work

# Req.	Code	Name	Published
—	GB109	Play it SAFE: Working at Height Provides guidance for working at height. Includes a practical checklist	Apr 08
—	GB131	Workplace Health and Safety on Residential Housing Projects Provides guidance for people building or renovating their home (whether hiring a contractor or as an owner-builder) to meet relevant safety requirements	Dec 08

Electrical safety

# Req.	Code	Name	Published
—	ESS008	Electrical Safety for Older Homes Buildings Explains electrical safety issues to check in older buildings installations	
—	ESS011	RCDs: A Switch to Safety Explains what RCDs are, how they should be installed, and how they protect against electrical hazards	Jun 04
—	ESS013	Electrical Safety Tips Provides basic safety tips for installing and using electrical items	Apr 05
—	ESS014	Do You Sell Electrical Appliances or Equipment? Explains labelling requirements for second-hand or used electrical items	
—	ESSP01	Install Safety Switches (poster) Provides a brief electrical safety message	
—	ESSP02	Do It Yourself: Dead On Arrival (poster) Provides a brief electrical safety message	

Hazardous substances/chemical safety

# Req.	Code	Name	Published
—	GB084	Play it SAFE with Chemicals: A Guide to Managing Hazardous Substances in the Workplace Suggests how to manage hazardous substances in the workplace. Explains material data safety sheets (MSDS), labelling requirements, and safe disposal of chemicals	June 10
—	GB149	Asbestos in Your Home Explains what asbestos is, where it might be found in homes, and the need to engage professionals to safely remove and dispose of asbestos	Nov 04
—	SB028	Working with Lead and Products Containing Lead in Industry Lists industries where lead and products containing lead are used. Explains how exposure can occur and the effects of lead poisoning	Dec 08

Health and safety issues

# Req.	Code	Name	Published
—	GB013	What You Don't Know Can Hurt You Provides short, sharp information about workers' rights and responsibilities for workplace health and safety	Sept 09
—	GB119	A Guide to First Aid in the Workplace Provides practical guidance (including checklists) for choosing the most appropriate first aid facilities and services. Explains options for first aid kits, rooms and centres, training and first aider staff	Oct 09
—	PO001	Eye Protection: Wear It (A2 poster) Contains graphic images that could offend some people	Dec 05
—	PO007	Farm Safety (poster) Briefly explains some of the dangers found on farms: chemicals, noise, diseases, tractors, child safety, animals	Apr 03
—	PO009	SAFE (poster) Spells out the SAFE acronym	
—	PO010	Injured Hand (A3 poster) Contains graphic images that could offend some people	

For bulk orders (over 100 items) one week's notice is required

—	SB037	Reducing the Risk of Eye Injuries Provides practical guidance on reducing eye hazards, and selecting the appropriate type of personal eye protection. Deals specifically with welding, lasers, radiation and hazardous substances	Jul 08
—	GB252	Workplace Stress: A guide for employees and workers Covers the effects of stress on workplace health and safety and suggests practical ways to manage and reduce this	Jun 10
—	GB253	Bullying: A guide for employees and workers Covers the effects of bullying on workplace health and safety and suggests practical ways to manage and reduce this	Jun 10
—	GB254	Drugs and Alcohol: A guide for employees and workers Covers the effects of drug and alcohol use on workplace health and safety and suggests practical ways to manage and reduce these	Jun 10

Health and safety representatives

# Req.	Code	Name	Published
—	GB138	ESR Handbook Outlines the functions of an employees' safety representative, the training required, the steps for resolving different issues. Includes relevant forms	Apr 09
—	GB139	A Guide to the Election of ESRs Outlines the process workplaces must follow to elect an employees' safety representative under the <i>Workplace Health and Safety Act 1995</i> . Includes relevant forms	Mar 07

Manual handling

# Req.	Code	Name	Published
—	GB114	Guide to Preventing Body Strain Explains manual handling tasks and how to reduce the risk of body strain injury. Includes practical information and tools, including posters of physical exercises	Dec 09
—	PO015	Pause Exercise poster (A2 and A3 poster) Shows simple exercises to do whenever you need a break in your working day. Designed to stretch and mobilise the muscles and joints most in need of exercise	Jul 07
—	PO023	The Semi-Squat Approach to Lifting (A2 and A3 poster) Illustrates a safe way of lifting	Nov 09

New workers

# Req.	Code	Name	Published
—	GB140	Welcome to the Workplace: Guide for New Workers Explains the workplace health and safety, industrial relations and workers compensation information that new and young workers need	Oct 09
—	GB226	Getting Started: Information for employers inducting, training and supervising new workers Explains inductions, training, and supervising new workers. Includes an induction checklist. Introduces awards, agreements, traineeships and apprenticeships	Oct 09

Plant, machinery, equipment: OHS

# Req.	Code	Name	Published
—	GB137	A Guide to Working Safely Near Overhead Power Lines Provides practical guidance for safely operating mobile equipment near overhead power lines and conductor. Covers safety observers, separation distances, and what to do if you contact with power lines	Jul 09
—	GB169	Forklift Safety: Reducing the Risks Explains physical hazards and safety issues related to forklifts, safe ways to operate a forklift, and supporting workplace systems such as traffic management plans	May 09
—	SB005	The Safe Use of Brushcutters Explains how to maintain your brushcutter; the personal safety equipment you should use; and the safe way to use the tool	Aug 08
—	SB018	Safety in the Use of Portable Grinders Explains how to correctly and safely use all kinds of portable grinders	Nov 08
—	SB008	How Loud? Lists the decibel levels of common domestic and workplace machinery and equipment	Jul 08
—	SB027	The Safe Use of Chainsaws Explains how to maintain and check your chainsaw before, during and after use, and how to prevent injury such as occupational overuse syndrome, noise injury and exhaust poisoning	Oct 07

Registration/licensing

# Req.	Code	Name	Published
—	GB086	Plant Safety: Registration and Record Keeping Requirements Applying in Tasmania Outlines the requirements for plant registration, item registration, and record keeping related to plant	Aug 08
—	GB101	High Risk Work Licensing in Tasmania Lists the high risk work that requires a licence, and the nationally-uniform licence classes issued in Tasmania	May 09

Risk assessment/safety management

# Req.	Code	Name	Published
—	GB081	Hazard Management: Play it SAFE Explains the four SAFE steps of hazard management — spot the hazard, assess the risk, fix the problem, evaluate results — to prevent injuries and illness in the workplace. Includes sample and blank worksheets	Jul 08
—	GB148	Making Your Small Business Safer and Healthier Provides practical guidance for small business to manage workplace health and safety. Includes sample policies, induction checklist, training register, chemical register, hazard checklists, accident reporting form, and hazard management worksheets	Jul 08
—	GB190	Serious About Safe Business? Kit Contains a self-audit tool and advice sheets covering six aspects of workplace health and safety and workers compensation. See how your workplace rates and what you need to do to improve	Aug 08

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<p>—— GB191 Serious About Safe Business? Flyer Introduces the Serious about safe business? kit and its self-audit tool</p>	<p>Aug 08</p>	<p>—— GB150 Craig's Story Portrays the experiences of an injured worker and his family and co-workers, in their own words. Covers the accident and its personal, professional and financial consequences</p>	<p>Oct 04</p>
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Rural and outdoor work

# Req.	Code	Name	Published
——	GB128	15 Minute Farm Safety Checklist Provides checklists for tractors and equipment, silos and field bins, chemicals and manual handling	Oct 04
——	GB129	Child Safety on Farms Checklist Provides checklists for play areas, water, machinery, ATVs, tractors, and horses	Oct 04
——	GB142	How to Use Your ATV Safely Provides practical guidance for safely using your ATV	Apr 08
——	SB031	Tractor Safety Includes travelling, operating and stopping, hitching implements, power take-off guards, passengers, and maintenance	Mar 08
——	SB035	Safety in the Shearing Shed Provides practical guidance for working safely in shearing sheds. Covers building infrastructure, ventilation, lighting, amenities and first aid facilities, and machinery	Nov 07

Other occupations

# Req.	Code	Name	Published
——	GB102	Workplace Health and Safety Basics for Cleaners Summarises common hazards that cleaners may encounter and possible solutions. Outlines workplace health and safety rights and responsibilities of workers	Dec 08
——	GB162	Workplace Health and Safety Basics for Processing Factory Workers Summarises common hazards found in a processing factory and possible solutions. Outlines workplace health and safety rights and responsibilities of workers	Mar 06
——	GB170B	Host Employers: Managing the Safety of Labour Hire Workers Outlines the responsibilities of host employers using labour hire workers, working with the labour hire agency to manage workplace health and safety. Includes job description checklists to match the worker to the task; and selection, induction and training worksheet	Jan 07

Workers compensation/return to work

# Req.	Code	Name	Published
——	GB014	Workers Rehabilitation and Compensation Act 1988 (A4 poster) Summarises this Act	July 10
——	GB112	A Guide to Workers Compensation In Tasmania for injuries prior to July 2010 Explains the workers compensation system and legislation in Tasmania	Aug 08

——	GB194	The Role of the Injury Management Co-ordinator Explains the roles of the injury management co-ordinator and how it functions within the injury management process	Jun 10
——	GB195	Licensed Insurers and Self-Insurers: Guidelines for Developing an Injury Management Program Provides guidance for minimum standards for licensed insurers and self-insurers when developing injury management programs	Feb 09
——	GB197	Injury Management: Making it Work Introduces the concept of injury management: what it is and what makes it work. Encourages employers and workers to look beyond simply meeting their legislative obligations in injury management, and to consider the benefits of actively embracing the management of injuries within their workplace	Jun 10
——	GB229	The Role of the Return to Work Co-ordinator Explains the roles of the return to work co-ordinator and how it functions within the injury management process	Jun 10
——	GB256	The Role of the Workplace Rehabilitation Provider Explains the roles of the workplace rehabilitation provider and how it functions within the injury management process	Jun 10
——	GB257	The Role of the Primary Treating Medical Practitioner Explains the roles of the primary treating medical practitioner and how it functions within the injury management process	Jun 10
——	PO013	Injured at Work (A2 poster) Explains the four steps you should take if you are injured at work	Jun 02
——	PO021	Return to Work & Injury Management Making it work (A3 poster) Explains the injury management values	Jul 10

Magazines

# Req.	Code	Name	Published
——	GB064	Workplace Issues magazine Looks at problems and solutions, innovations and ideas, and other issues concerning workplace health and safety and conditions of employment in Tasmania For your free annual subscription, go to www.workcover.tas.gov.au	quarterly
——	GB250	CONNECTIONS magazine For those working in the allied industry areas of electrical, gas, plumbing and building. An information link to Workplace Standards Tasmania, it covers changes to the legislation, licensing and regulatory requirements, upcoming activities, new resources and what's happening in these industries For your free annual subscription, go to www.wst.tas.gov.au	twice yearly

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