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REVISED: 12.11.09

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Publications on our Internet

- www.workcover.tas.gov.au and/or www.wst.tas.gov.au — you can search using the code given in this list.
- Some publications may be temporarily unavailable in hard copy. These are marked "Internet Only" in this list.
- Some publications are only available online.
- If you do not have access to the internet, call the Helpline on **1300 366 322**.

Publications on CD

If you would prefer to receive publications on a CD instead of in hard copy, please tick here.

PUBLICATIONS

About us

# Req.	Code	Name	Published
—	GB063	Video Catalog All DVDs and videos available from the Workplace Standards Library	July 09
—	GB167	What is WST and What Does it Do? Explains the different branches of Workplace Standards and their functions	Apr 07
—	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 and 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? Provides information on Tasmanian accredited building practitioners (designers, builders and building surveyors): who they are and what they do; how to find them.	May 08
—	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

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_____	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.	

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
_____	GB134	Construction Industry: A Guide to Occupational Health and Safety Covers manual handling, electrical safety, demolition work, ladders, personal protective equipment, roof work and more	Dec 08

Electrical safety

# Req.	Code	Name	Published
_____	ESS007	Electrical Industry Bulletin Provides industry updates, changes to legislation or standards, and licensing information for the electrical industry	quarterly
_____	ESS008	Electrical Safety for Older Homes Buildings Explains electrical safety issues to check in older buildings installations	
_____	ESS010	Electrical Safety for Plumbers Provides guidance for working safely on water pipes near electricity	Jan 04
_____	ESS011	RCDs: A Switch to Safety Explains what RCDs are, how they should be installed, and how they protect against electrical hazards	Jun 04
_____	ESS012	Safe Electrical Goods Explains legislative requirements for safe electrical items. Aimed at retailers and importers	
_____	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 and 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	Dec 08
_____	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
Internet only	SB030	Chemical Safety in the Rural Industry Covers the safe handling and storage of pesticides, practical clothing and personal protective equipment, and decontamination and first aid	Feb 03

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
_____	GB109	Play it SAFE: Working at Height Provides guidance for working at height. Includes a practical checklist	Apr 08
_____	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
_____	GB136A	Stress, Bullying, Alcohol and other Drug Misuse: Hidden Hazards: A Guide for Employers Explains each 'hidden' workplace hazard, and how they can be linked. Includes sample policies and practical guidance	Feb 09
_____	GB136B	Stress, Bullying, Alcohol and other Drug Misuse: Hidden Hazards: A Guide for Workers Explains each 'hidden' workplace hazard, and how they can be linked. Explains what to do if you experience these personally or with a co-worker; and how to work with your employer to manage them	Dec 08
_____	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	Oct 04
_____	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

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, and copies of relevant forms	Apr 09

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—— GB139 A Guide to the Election of ESRs Mar 07
 Outlines the process workplaces must follow to elect an employees' safety representative under the *Workplace Health and Safety Act 1995*. Includes forms needed for the election

Legislation

# Req.	Code	Name	Published
Internet only	COP001	A Guide to Developing Codes of Practice Explains how to develop a code of practice	Oct 01
——	GB005	Enforcement Policy Explains how Workplace Standards Tasmania enforces compliance with the legislation it administers	Jan 09
——	GB014	Workers Rehabilitation and Compensation Act 1988 Summary Poster — A4 Summarises this Act	Sep 08
——	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, as well as WorkCover Tasmania and Workplace Standards Tasmania	Sep 09
Internet only	GB155	Prosecution Policy Outlines the policy that governs how Workplace Standards Tasmania prosecutes workplaces that breach the legislation Workplace Standards Tasmania administers	Jan 09

Manual handling

# Req.	Code	Name	Published
Internet only	GB114	Body Strain Prevention Kit Limited number for each business Aimed at employers and managers. Explains manual handling tasks and how to reduce the risk of body strain injury. Includes practical examples, case studies of different occupational groups, hazard management worksheets and physical exercises	Jul 07
Internet only	GB124	Body Strain Prevention for Workers Explains manual handling tasks and how to reduce the risk of body strain injury. Includes practical examples, case studies of different occupational groups, hazard management worksheets and physical exercises	Jul 07

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 and 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. Includes information about safety observers, separation distances, and what to do if you contact with power lines	July 09

—— GB169 Forklift Safety: Reducing the Risks May 09
 Explains physical hazards and safety issues related to forklifts, safe ways to operate a forklift, and supporting workplace systems such as traffic management plans

——	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

Posters

# Req.	Code	Name	Published
——	PO001	Eye Protection: Wear It Contains graphic images that could offend some people	Dec 05
——	PO007	Farm Safety Briefly explains some of the dangers found on farms: chemicals, noise, diseases, tractors, child safety, animals	Apr 03
——	PO009	SAFE Spells out the SAFE acronym	
——	PO010	Injured Hand Contains graphic images that could offend some people	
——	PO013	Injured at Work Explains the four steps you should take if you are injured at work	Jun 02
——	PO015	Pause Exercise 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
——	PO016	Every Worker has the Right Summarises the health and safety rights and responsibilities workers have	
——	PO017	If It's Not Working Speak Up Summarises the health and safety rights and responsibilities workers have	

Registration and 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
——	GB193	Occupational Licensing in Tasmania Explains licensing for electricians (including cable jointers and lineworkers), plumbers and gasfitters	Jan 09

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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 OHS 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
—	GB191	Serious About Safe Business? Flyer Introduces the Serious about safe business? kit and its self-audit tool, and provides further sources of information	Aug 08

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 advice for safely using your ATV	Apr 08
—	GB157	Take Control of Safety on Your Farm Provides practical guidance for rural and agricultural employers and managers to manage workplace health and safety. Includes sample OHS policies, induction checklist, training register, chemical register, hazard checklists, accident reporting form, and hazard management worksheets	Feb 06
Internet only	SB030	Chemical Safety in the Rural Industry Covers the safe handling and storage of pesticides, practical clothing and personal protective equipment, and decontamination and first aid	Feb 03
—	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

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Internet only	GB161	Making your Factory Safer and Healthier Provides practical guidance for processing factory employers and managers to manage workplace health and safety. Includes sample OHS policies, induction checklist, training register, chemical register, hazard checklists, accident reporting form, and hazard management worksheets	Nov 07
—	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
Internet only	GB170A	Labour Hire Agencies: Managing the Safety of Labour Hire Workers Outlines the OHS responsibilities of labour hire agencies that provide labour hire workers and trainees. Includes practical information for securing a safe placement for workers, including hazard management	Jan 07
—	GB170B	Host Employers: Managing the Safety of Labour Hire Workers Outlines the OHS responsibilities of host employers using labour hire workers, working with the labour hire agency to manage OHS. 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
—	GB112	A Guide to Workers Compensation In Tasmania Explains the workers compensation system and legislation in Tasmania. Includes a sample return to work plan, glossary of terms, and a list of organisations involved in the workers compensation system	Aug 08
—	GB178	Return to Work Injury Management Model: What is it? Introduces the Tasmanian Return to Work and Injury Management Model and how it will affect everyone involved in the injury management process in Tasmania	Sep 07
Internet only	GB194	The Role of the Injury Management Co-ordinator Focuses on the role and functions of an injury management co-ordinator in the injury management process	Feb 09
—	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 Introducing the concept of injury management; for workers and employers	April 09

Workplace Issues magazine

# 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