

|| TRIGGER POINTS IDENTIFICATION



Please follow this process:

- Review all the following trigger points and tick the items that you or your business would need to be reminded about on a scheduled basis.
- Highlight those issues that in your opinion are compliance issues or critical risk management issues for the business operations.
- Consider the consequences and rate from 1-10 the criticality of the event to the business if the trigger or compliance points were missed, forgotten about or not actioned.
- This will give you a guide as to what you need to work on in your business.

Building and Facilities	Scheduled reminder required?	Compliance issue or critical risk management issue?	Rate 1 (lowest) to 10 (highest)
Air conditioners and filter checks			
Air quality checks			
Alarm systems			
Building List			
Building Warrant of Fitness			
Fire Alarm systems			
Emergency evacuations			
Fire escapes			
First aid room			
Fire extinguisher checks			
Pressure tests of tanks			
Staff facilities			
Building and external environmental checks			
Ramps and staircases checks			
Windows and door security checks			

Employment Issues	Scheduled reminder required?	Compliance issue or critical risk management issue?	Rate 1 (lowest) to 10 (highest)
Management reviews			
Staff inductions			
Apprenticeship reviews			
Employment agreement reviews			
Entitlement reviews			
Employment probationary reviews			
Professional registrations			
Qualification licenses			
Staff appraisals			
Trade registrations			
Training plans and reviews			
Training debriefings			

Health and safety requirements	Scheduled reminder required?	Compliance issue or critical risk management issue?	Rate 1 (lowest) to 10 (highest)
Health and safety objective reviews			
ACC claims			
ACC WSMP			
Accident register reviews			
Emergency drills			
Filters – respirator			
First Aid kits/boxes			
First Aid training			
Hard Hats			
Harness/lanyard checks			
Harnesses checks			
Hazard management reviews			
Internal H&S audits			
Health and safety signage			
Health monitoring assessments			
Housekeeping			
Lost Time Injury reviews			
Near miss reviews			
PPE expiry dates			
Respirators			
Safety glasses			
Welding helmets			

HSNO Chemical Management	Scheduled reminder required?	Compliance issue or critical risk management issue?	Rate 1 (lowest) to 10 (highest)
Chemical storage facilities and signage			
Chemical storage inventory			
MSD Sheet reviews and currency (older than 5 years)			
Product safety cards			
HSNO local body certifications			
Material handler's registrations			
Staff training in chemical handling			
Ventilation and extraction checks			
Extraction/ventilation filter checks			
Review of emergency procedures			
Manifest emergency documentation			
Emergency evacuation procedures			
Emission testing			

Machinery and Equipment	Scheduled reminder required?	Compliance issue or critical risk management issue?	Rate 1 (lowest) to 10 (highest)
Hazard assessment of new equipment			
Bearing crack testing			
General maintenance scheduling			
Electrical certification			
Electrical earthing assessment			
Emergency stops			
Emission Testing			
Extraction systems			
Fire extinguisher checks			
Forklift checks			
Forklift training			
Gantry			
Gas cylinder testing and re-certification			
Gas reticulation checks/re-certification			
Pressure tank assessments			
In ground tank inspections			
Ladders			
Lifting chains			
Lifting strops			
Machine guarding checks			
Maintenance Reviews			
Four wheeler and bike checks			
Overhead crane certification			
Power take-off cover checks			
Vehicle and equipment checks			
WOF/road user checks			

Management Requirements	Scheduled reminder required?	Compliance issue or critical risk management issue?	Rate 1 (lowest) to 10 (highest)
Asset management			
Budget setting and reviews			
Business objectives			
Business licence renewals			
Computer licence renewals			
Contractor and supplier reviews			
Corrective and preventative action reviews			
Customer complaint reviews			
Financial management reviews			
HASMATE licence renewal			
Insurance policy reviews			
ISO9001 re-certification			
Local body compliance reviews			
Management reviews			
Passports			
Policy changes and reviews			
Quality audits			
Rework and non-conformance costs			
Standards/codes of practice			
Supplier management reviews			
Security management			
Document changes and reviews			
Internal audits			
Independent financial audits			